Social Assistance Program

POLICY MANUAL

March 2003

Saskatchewan
Social Services

Income Security

Memorandum

From Executive Director

To Distribution

Re Social Assistance Program
Policy Manual

Date March 2003

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The Policy Manual has been revised and replaces your present copy. It is available on-line for department staff and on the Internet at www.gov.sk.ca/govt/socserv.

The on-line and website
copies will be updated as required.

Should you have any questions or comments please call Jennifer Cohen (787-7007) or Al Hickey(787-1388). They can also be reached at the:

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Phil Walsh, Executive Director
Income Security Division

March 2003 changes to the Policy Manual are as follows:

Chapter	Section	Number	Update	
2	A		Clarify	Common-law
2	B	3	Clarify	Youth 16 or 17 years of age
2	C		Add	Those receiving TEA not eligible for SAP
	B	4	Clarify	Waiver of support
2	B	14	Delete	Short term allowance
C		Clarify		Persons in Saskatchewan Hospital
C		Clarify		Registered Indians not eligible
2	D	8	Delete	Short term allowance
3	F		Clarify	Access/custody not related to support
	F	2	Clarify	Supervisor's approval required for support waiver
	F	3	Clarify	Order/agreement is registered with MEO
9	B			Security deposit is not reissued due to a change in the head of the household
10	A		Delete	Personal Care Homes operators are not permitted to act as trustees
11			Add	Reviews due to audits
13	C	2	Clarify	No overpayment when children leave family
	C	2	Clarify	Children in POSI arrangements
	D	6	Add	Emergency accommodations
	F		Clarify	Cancellation when client appeals
14	A		Amend	No overpayment assessed where allowance provided to meet needs
	F	2	Clarify	Assignment of overpayments

Chapter	Section	Number	Update	
	K		Clarify	Underpayments
15	B	2	Clarify	Adult clothing allowance
	D	2	Clarify	Criteria for allowing excess shelter
	D	5	Clarify	Property held in joint title
	D	7(i)	Delete	Clients living with parents
	E		Clarify	Utility bills in client's name
	E	4	Clarify	Service connections include deposits
	E	6	Delete	Minimum utilities
	E	6	Add	Equalized payment settle-up
	F		Clarify	Clients boarding with parents (code FC)
16	A	1	Clarify	Incontinence briefs or napkins
	A1	2	Clarify	Verified actual cost for food supplements
16	B	9	Amend	Travel for funeral/serious medical condition
16	B	9	Clarify	Travel for family reunification plan
	C		Amend	Special Care Allowance
	H	2(a)	Clarify	Date training allowance commences
	I	1	Clarify	Home Care services provided to adults and children
	I	3	Clarify	No respite payments for children
	K		Add	Receipts required for moving costs over $150
	K		Add	Transfer fee for moving from one subsidized housing unit to another
	P	3	Add	No funeral payments - discretionary trusts
	O		Add	Payment of back bills bue to tax arrears

Chapter	Section	Number	Update	
	P	5	Add	Autopsy
	R	5	Clarify	Health Services Only - financial benefits are not issued
	S		Amend	Fumigation
17			Amend	Establishing welfare services
18	A	5	Delete	Clients who operate day care facilities
18	A	7	Clarify	Home-based enterprises
19	B	1	Clarify	Recurring income - carry over excess
	B	3	Amend	Garnisheed income - assistance issued for 60 days
	B	6	Amend	Disposal of lump sum income
	D	2(iii)	Amend	Home quarter not exempt
	B	6	Clarify	Income prior to application
	E		Clarify	Income from boarders/roomers who are sons/daughters attending educational programs
19	F	2	Clarify	Fire, theft or property damage settlements
20	B		Amend	Real assets - property search
	D	2	Amend	If expenditures were inappropriate
	E		Amend	Change of residence for care
App C			Add	Business expenses for day care operators
App G			Clarify	Approval chronological recording must be written and signed by S/D/CO
			Add	Supervisor's approval for support waiver
App J			Add	Supervisor's approval for support waiver
			Amend	Utility bills in client's name

Chapter	Section	Number	Update	
			Add	Receipts required for moving costs over $150
			Amend	Real assets - email Housing

June 2002 Changes to the Policy Manual are as follows:

Chapter	Section	Number	Update	
2	C		Amend	Registered Indian - Post-secondary Education University
10	A		Add	Personal Care Home operators cannot be trustees
12			Amend	Procedures moved to Database
	D		Move	Reimbursement to CH 8 C
13	C	2	Amend	Add children with POSI
		5	Clarify	Incarceration - single parents
13	D		Clarify	Absence in CLD group and approved homes
	D	2(ii)	Clarify	Family Homes - permanent discharge
14	A		Delete	Unexpected income
	I		Amend	Statute of Limitations changed to Collection of Overpayments
15	D	5	Amend	Property tax on home quarter
	D	7(i)	Amend	Clients living with parents
		7(iii)	Clarify	Shelter payments to landlord/financial institution - see CH 19 I
		7(vii)	Add	Placarded houses
	E	8	Add	PTA arrears
16	A1	2	Amend	Special diets
	B	5 & 6	Add	For transition programs
	E		Add	Cost guidelines for household equipment, supplies, furnishings
	F		Clarify	Driver's education School allowance not prorated
	H	2 a)	Clarify	Transition Training Allowance
		3	Moved	PTA income to CH 19K
	I		Delete	Child care centre - first resource

Chapter	Section	Number	Update	
	Q		Amend	Advocate fee - $45
	R	2	Amend	THC nomination for 14 days
	S		Delete	Grubstake allowance
18	Policy		Amend	Exempt resources can be converted
	A	7	Clarify	Title - Disabled Entrepreneur
19	B	3	Clarify	Garnisheed income
19	B	6	Clarify	Income disposal after application
	I		Clarify	Respondent making rent payments
20	Policy		Clarify	Value of liquid, real assets
	A	1	Amend	Employment pension plans collapsed at age 50
	D	2	Delete	Proceeds from sale of real, personal assets to remaining exemption
	E		Amend	Involuntary separation changed to "Change of Residence for Care".
App C			Update	Special Support Program - 3.4% of income
App F			Amend	List of Agreements, Memorandum of Understanding, Ombudsman/Child Advocate documents
App G			Clarify	Supervisor's approval
App I			Move	Child Support guidelines moved to Procedures Database
App J		p5	Clarify	Medic Alert bracelet

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SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
	Format of Manual	**CH 1**

Format of Manual

Information contained in the regulations is not repeated in the policy manual. The manual is a companion document and is used in conjunction with the regulations.

Format of Manual

A. Chapter Organization

a) Each chapter deals with a subject division of the Saskatchewan Assistance Regulations.

EXAMPLE:
Regulation Sections 3, 4 & 5
Manual Chapter 2 - Application for Assistance

b) Chapters in the manual follow the same order sequence as in the regulations.

B. Numbering

- The composition of the manual is sub-divided into:

Chapters	
Sections	Chapters are divided into sections. Sections are identified by letters and numbers (e.g. A, B, B1)
Pages	Page numbers are indicated only on the printed version.

- The online version has a Table of Contents view. It shows Chapter titles in large purple text. Double-click on a Chapter title to see the Sections (blue text). When the Sections are visible, the two right-hand columns display the Chapter number (CH) and the Section letter and/or number (SC). For more information on using the online manual, click here or select "Using This Database" from the Help menu.

- On the printed version, each page of the manual bears a page number in the upper right corner in the following format:

CH P Where: CH = Chapter Number
P = Page Number

- Chapters in the Appendices are listed alphabetically.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 3, 4 & 5	**Application for Assistance**	**CH 2**

Intent

Those wishing to apply for financial assistance and/or health benefits must do so in writing on a prescribed form. An application form must be provided upon request as well as necessary assistance and information to complete the form.

Policy

A. The Head of a Family Unit

Where a couple lives as a family the head of the family, as determined by the couple, should apply.

Guidelines for Determining Family/Common-Law Units

The following guidelines are used when determining whether a couple is living as a family after a period of 3 months of cohabitation while on SAP. An accumulation of the following factors suggests an economic interdependence. The information is provided by the client.

Living Arrangements

- Do they maintain separate living accommodation? Are separate addresses used for banks, drivers licenses, vehicle registrations?
- In whose name and address are utilities metered?
- Do they use the same phone number?

Living Accommodations

- If rented, who is listed on the rental agreement?
- If owned, who is the registered owner?
- Does the physical facility allow for the described living arrangement?

Financial Matters

- Who pays the monthly rent or mortgage, utilities, groceries and household supplies?
- Are there joint bank or credit accounts?
- Are there joint loans or do they guarantee for one another?
- Are any assets jointly owned?
- Who are the beneficiaries on insurance policies?

- Who claims the children as dependants e.g. income tax return? RSP's?
- Do they claim the person with whom they are living as a common-law partner on the income tax return?

Family Matters

- Is there a common surname? What surname do the children use?
- Who are the birth parents of the children as registered with Vital Statistics?
- Is the other adult with whom the client is living required to support the client or any of the children through a court order? RSP's?

B. Application Criteria for Special Groups of Applicants

1. (i) Age 18 for Application

In most cases an application is made in the month following the applicant's 18th birthday. Those receiving services through The Child and Family Services Act as well as those who do not receive such services and who reside on their own may apply on their 18th birthday.

(ii) Students age 18 years of age or over, living with parents, attending high school - full or part-time:

Assistance may be provided the month following their 18th birthday to disabled students in their own right, single parents and to students who have been financially independent of their parents. Financially independent means the student has lived away from home and has been self-supporting (not in receipt of social assistance) for a period longer than the usual summer holidays. Other students, age 18 and over, are only eligible as dependants within their family unit.

2. Those who received assistance for basic needs from another province/Indian Band for the month of application.

- travel funds may be provided for the client to return to the former residence
- minimal assistance may be provided (see CH 6)
- full benefits may be provided the following month

3. Youth 16 or 17 years of age

Youth 16 or 17 years of age applying for assistance because of family problems are referred to Family Services. Those receiving services from Family Services may apply for assistance on their 18th birthday. Excess board and room and the personal living allowance may be approved for one month following the completion of the current school year. If, in the opinion of the youth worker, the client will continue to require care or supervision in the home, the youth worker advises the home operator of the requirement to be licensed. For transient youth see SC B 7.

Couples

(i) Married

An application for assistance is completed and eligibility is assessed in the usual manner.

(ii) Common-Law Couples age 18 and over with 16/17 year old.

They must have lived together for 3 months before the relationship is considered common law. An application is taken from the adult. The youth (and child, if any) is referred to Family Services for an assessment of services required, the relationship and parental support (consent and financial). If the youth is referred for financial assistance the referral must include written parental consent or Family Services' recommendation that assistance be provided without it. It must also include information as to who is receiving the federal/provincial child benefit. The adult allowance and other needs may be provided. Support services are provided by Family Services.

(iii) Common-Law Couples both less than age 18

An application for assistance is not considered until the process in (ii). above is completed.

4. Children with non-parental caregivers

Children are not eligible for SAP until age 18. Children from other families may be included as dependants if the family is eligible for SAP.

(i) Children Outside of the Parental Home (COPH)

COPH arrangements which were in place prior to July 31, 1998 continue to receive benefits at the July rates until the child(ren) turns 16 or benefits are cancelled. Payments for child care are not provided as these are needs of the caregiver not the child(ren). At the time of annual review the possibility of the child(ren) returning to the parents is explored. If benefits are cancelled prior to age 16 COPH arrangements are also cancelled and not reinstated. If services are still required, the youth is referred to Family Services.

(ii) Non-parental caregivers

Those children whose parents place them with a caregiver who has an active protection file are referred to Family Services for an assessment of the placement. The children are added to the file based on the results of the assessment. If there is a record of previous protection concerns the worker contacts Family Services to determine whether an assessment of the caregiver should be completed.

Caregivers are referred to Canada Customs & Revenue Agency for determination of eligibility for the federal/provincial child benefit.

If the arrangement for the child(ren) is long term, the caregiver is required to

pursue support action under The Family Maintenance Act. Support action may be waived see CH 3 F2 for waiver reasons. The supervisor approves the waiver. Other financial resources such as Canada Pension Plan, Orphan's Benefits and inheritances are considered income.

5. Assisted Adoption Program

When adopted through the Assisted Adoption program the child(ren) is added as a dependant to the parent(s) file. For payments provided through the Assisted Adoption Program see CH 18 SC C. The adoption worker should be consulted prior to providing non-continuous special needs to prevent duplication of benefits.

6. Non-Indians living on Indian Reserves

Their maintenance needs, including cost of transportation to receive medical care, are met by the welfare administrator on the reserve. They are not eligible for health services coverage from Indian and Northern Affairs Canada. If the welfare administrator refuses to grant financial assistance non-Indians may apply for SAP using usual application procedures. For health services only see (See D 6 and CH16 SC R 6).

7. Transients

Transients are those single or family units, not currently receiving assistance in the province, who have recently moved into the region and do not have or do not wish to establish a permanent residence in the region where they are applying.

Financial assistance and/or health services may be provided for up to four working days, (see CH 16 SC R 2(ii)).

For transient youth, Family Services staff use the transient aid form (SSS 1113) to provide assistance.

8. Funeral Expenses

An application for funeral expenses (SSS 1244) may be made within three months of the date of the funeral by a:

- surviving spouse or dependant in a family
- parent of a deceased or stillborn child
- friend and relative if there is no immediate next of kin
- funeral director (See CH 16 SC P 6 for payment procedures.)

9. Emergency Health Services Referral

Application (SSS 1058) for emergency supplementary health coverage may be initiated by physicians, nurse practitioners or hospital personnel. The application is deemed to have been made on the date shown on the form when received within 14 days of that date. If received after 14 days the eligibility date is the date the application is received. Persons may also make direct application for health

benefits. See CH 16 SC 2. To determine eligibility, the SSS 1001 is completed.

10. Strikers

Eligibility is determined in the same manner as other clients.

11. Under sentence in a Community Training Residence (Provincial) and Those on Parole (Federal)

Board and room and special needs may be provided to those in a Community Training Residence. Clients are not nominated for health benefits. (See CH 16 SC R 2(ii))

Those on parole sentenced to federal halfway houses are only eligible for health benefits. (see CH 16 SC R 2(ii))

12. University Students - See CH 4

13. Non-Canadians/Sponsored Immigrants:

Citizenship and Immigration Canada (C.I.C.) is contacted in order to determine status. If receiving financial assistance under any of the C.I.C. programs there is no eligibility for assistance through SAP.

Canadian citizenship does not nullify the terms of a sponsorship undertaking.

Eligibility is considered where:

- Upon termination of a C.I.C. sponsored program when the non-Canadian has been on the program for one year or after the person has been placed in continuing full-time employment (e.g. four weeks of full-time employment if the prospects are on-going and of a permanent nature);
- Upon termination of a private sponsorship (five to ten years depending upon the program); or
- Sponsor is unable or unwilling to assist the applicant.

  Assistance may be granted providing all other eligibility requirements are met. Such cases are referred to C.I.C. who will verify the immigration status. The applicant is required to provide all information possible concerning the sponsor's circumstances. Where the sponsor (or estate) appears to have sufficient funds to support the applicant and is not willing to do so the matter is referred to Income Security Central Office.

- Refugees

1. **Formally granted refugee status by C.I.C.** - Most of these refugees receive financial assistance from C.I.C. (Adjustment Assistance) or a contracted agency for the first year in Canada or until they are placed in full-time employment (30 days or more). If they require assistance after 1 year or lose their job they may apply for SAP.

2. **Refugee Claimants** - arrive in Canada unexpectedly and immediately apply for refugee status. They are allowed to remain in Canada until their refugee application is heard by C.I.C. (may take 6 to 9 months). Refugees may receive a work visa pending their hearing. C.I.C. does not provide any financial assistance. They are eligible for SAP if they meet normal eligibility criteria.

For health services see CH 16 SC R 2(ii)

C. Persons who are not Eligible

- Foreign students on student visas.
- Persons on visitors' visas.
- Persons in federal penitentiaries and federal halfway houses/provincial correctional centres. (See CH 16 SC R 2(ii) for health benefits).
- Young Offenders in open or closed custody facilities.
- Persons receiving in-patient care in the Saskatchewan Hospital, North Battleford. For those admitted for assessment only see CH 13 D3.
- Students, age 18 and over, living with parents, attending high school. These students do not qualify for assistance in their own right including the period of normal school recesses except for those eligible students noted in CH 2 B1.
- Registered Indians and their Registered dependants who normally reside on a Saskatchewan reserve or whose primary reason for residing off the reserve is:

- receiving medical treatment;
- incarceration including residence in community training residences and half-way houses until the sentence is discharged;
- long-term institutionalization in special care homes, group homes, approved homes, personal care homes and temporary residence in transition facilities, addiction rehabilitation centres, detox centres or similar facilities;
- attending full-time education with the following conditions:

High School

Students who apply for assistance to attend an off-reserve education program when resources are available on the reserve (confirmed with Band officials) are not eligible. They are advised to contact their Band to explore available educational opportunities for on-reserve residents.

Post-Secondary Education - University

Students approved for post-secondary education programs are provided a living allowance through the Band Education Program for up to 8 months of the academic year. This allowance is intended to meet the needs of students and their dependants. These students are not eligible for social assistance from the Band or

from Social Services.

Students remaining off-reserve during a school break not exceeding 4 months are expected to seek work. Those who require financial assistance are referred to their band. Those who exceed the break period of 4 months or who graduate may apply for social assistance and are assessed as any other applicant. For university students who live off-reserve see CH 4 .

Training programs - Up-Grading and Training Courses

Students who apply for assistance to enroll in an upgrading or training program when resources are available on the reserve (confirmed with the Band/INAC) are refused assistance and advised to return to the Band to make alternate arrangements. The Provincial Training Allowance may be a resource.

- Those in receipt of the Transitional Employment Allowance.

D. Application Forms and Re-Application

Signed applications submitted by fax or transmitted electronically may be accepted.

1. Application for Social Assistance form (SSS 1001) - This form constitutes a statement of application and a declaration of circumstances. The top portion of the application is signed and dated by the applicant. In addition, the application contains reporting requirements and verification authorization.

   To ensure consent for verification purposes the spouse signs the Spouse Reporting Requirements and Consent form (SSS 1003) within 60 days if not present at the initial interview.

   If a client has been off assistance for more than 30 days a new application form is completed.

   If minimal assistance is required prior to an intake appointment, the top portion of the application is completed.

   People may apply or reapply for assistance at any time regardless of the date of previous refusal or cancellation (including appeal decisions). (See CH 19 B 6) In the case of a reapplication from a client who appealed, the refusal would stand if the client's circumstances remain unchanged. If the circumstances which precipitated the decision have changed the client's eligibility is reassessed.

2. Transient Aid - Because transients require short term services a shortened application form (SSS 1113) is used to authorize service. (See SC B 7)

3. Family Shelter Authorization (SSS 1114) - used by Family Shelter staff for residents to apply for assistance. SSS 1001 is used to issue benefits. (See CH 13 D 6)

4. For emergency health services the Emergency Health Services Referral form used by physicians, nurse practitioners, or hospital personnel (SSS 1058). (See CH 16 SC R 8)
5. Application for Funeral Expenses - used by anyone, including funeral directors, applying for funeral expense (SSS 1244). (See CH 16 SC P 2)
6. Supplementary Health Application - Non-Treaty Indian on Reserve (SSS 1115) - completed by staff to issue supplementary health services to non-treaty Indians on reserve who receive assistance from a Band and are not eligible for Indian Health services. To complete an assessment for health services, see CH 16 SC R 6 .
7. Application for Supplement to PTA (SSS 1021 - SmartMaster) - used by the Benefit Administration and Audit Services Unit for those applying for a supplement to the PTA.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 6, 7 & 8	**Eligibility for Assistance**	**CH 3**

Intent

The client is responsible for making a written application for assistance, for producing evidence of lack of self-support, rehabilitation or re-establishment, for making necessary information available, reporting changes in circumstances and participating in a transition plan.

The director is responsible for determining what additional information may be necessary to establish eligibility and to keep a record of the information relevant to the application.

For access to client file information and The Freedom of Information and Privacy Act requirements see Appendix F.

Assistance is granted when the client is incapable of self-support and meets a test of need. Emergency advance payments may be provided if essential to the health and safety of the client and/or dependants.

A. Eligibility Date

- The date of application is deemed to have been made on the date shown on the top portion of the SSS 1001 or the application taken by the Call Centre.
- The date of eligibility for assistance is the date the client notified the office of his/her intent to apply for benefits as long as the application is received in the office within 14 days. If the application has not been received in the office within 14 days from the date shown on the form, the eligibility date is the date the application is received in the office.

B. Identification

All applicants must have identification. They are advised as to the required proofs of identification prior to the initial interview if possible. If no identification is available at application, a physical description is recorded on the electronic file.

The Social Insurance card or document (e.g., Income Tax return) indicating the number and Personal Health number or authorized proof of application for client and spouse are

required within 60 days if not available at the initial interview. (See CH 16 SC S for payment for Social Insurance card)

If either the Social Insurance card/number or the Health Services number is not present the client must have one of the following prior to issuing assistance after 30 days:

Driver's License (current)
Any Photo Identification
*Band Registry Card
Passport/Immigration documents
Birth or Baptismal certificate

* This is a 10 digit number. The first 3 digits specify the band, the following 2 digits are 0s, the following 3 digits are the treaty number and the last 2 digits are the beneficiary indicators.

Identification documents are photocopied and returned to the client. Where photocopying is not possible the worker lists the documents examined and notes the information on the electronic file. When identification is on file from a previous application and the client is personally known by a department employee no further identification is required. If a SIN is not included for the client/spouse it must be obtained within 60 days of the new application.

C. Employability and Transition Planning

The goal of transition planning is to assist clients to become as self-sufficient as possible. As part of the transition plan clients, regardless of their employment status, may be referred to employment or training opportunities or other related services. Referrals depend on individual needs and capabilities as agreed upon in the documented case plan. (See Appendix A for transition planning objectives and expectations.)

When clients are unwilling to participate in pursuing self-sufficiency, eligibility is reviewed and benefits may be cancelled.

Contacting Current or Prospective Employers

Information concerning work or a possible job is required only to assess eligibility. The client is required to provide necessary details either verbally, which in most cases is probably sufficient, or in writing depending on the situation. Contact with an employer should only be made with the client's consent and if he or she cannot provide the required information. Written verification from employers is not required and should not be pursued. Requesting this of an employer could be perceived by the client as a barrier and is a breach of confidentiality.

In situations where fraud is suspected, the client is asked to provide wage information. If it is not forthcoming, the employer may be contacted.
(See CH 14D)

EMPLOYABILITY STATUS

Fully Employable

- Persons who are capable of working 36 hours a week or more. This includes persons who are employed, self-employed (e.g. farmer), or unemployed.
- Persons, capable of working 36 hours a week, who are enrolled and participating in an upgrading or training program which is intended to enhance their ability to obtain employment.

Not Fully Employable

Persons who, due to health or family reasons, are unable to work or who are only capable of working on a part-time or casual basis.

- Health reasons need to be supported by a medical report (SSS 1092).
- For persons with a poor work history and/or social problems and no medical documentation is available the supervisor's approval is required. (Appendix G)
- Persons who attend at sheltered workshops/activity centers.
- Persons aged 50 and over unless they have employment income, are seeking full-time employment and consider themselves fully employable.
- Familial reasons prevent the person from working full-time because of the need to care for a family unit member or foster children (SSS 1092 required).
- Persons recently separated, with children, who require a period of adjustment including those in family shelters and safe homes.
- Pregnant women who are unable to participate in training or employment (SSS 1092 required).

D. Disability

- Disabled clients are those whose disability limits their employment or training capability and no change is expected within one year. Clients are eligible for a disability allowance and the $20 travel allowance if they are able to travel (CH 16 SC B 2).
- The medical report (SSS 1092 or 1093) relating to the ability to function is obtained within 60 days. If the medical report is unclear as to disability the client obtains further clarification from the physician, psychiatrist, chiropractor.
- Disability benefits may be provided for 60 days if a medical report is obtained within that time period. After 60 days benefits are adjusted effective the date the relevant information is received.
- No medical report (SSS 1092 or 1093) is required when:

- the disability is permanent and a medical report (SSS 1092) is on file from a previous application;
- the client is receiving CPP Disability benefits;
- the DLSA has been completed (See CH 15 F 1(v)).

E. Single Parents

Single parents are expected to accept employment or training for which they are capable if such opportunities are available to them. This requirement is in accordance with Regulations Section 6(b). Parenting responsibility is a factor in determining employability.

F. Possibility of Support

As a condition of eligibility clients are expected to pursue every possibility of self-support including maintenance payments. Support matters are dealt with separately from access/custody issues.

1. Definitions

Assignment of Rights (SSS 1251) - permits the Minister of Social Services to receive support payments on behalf of a client. It also provides the authority to pursue a variation of the order/agreement and to recover subrogated arrears. The Assignment is effective the date of the application for assistance.

Maintenance Agreement - is a voluntary signed agreement which establishes support payments.

Maintenance Enforcement Office (MEO)- is a division of the Department of Justice responsible for registering orders/agreements and collecting support payments.

Maintenance Order - is a court order which establishes support payments.

Subrogated Arrears - when an Assignment of Rights (SSS 1251) has been completed the department will recover any arrears which occurred during the time the client received assistance. The collection of these arrears may continue after the client no longer receives assistance.

Variation Order - is any change by the court to the order/agreement. Any variation action is referred to the Income Security Division.

2. Waiver of Support

The supervisor approves the waiver of support. (See Appendix G)

Pursuit of maintenance agreements/orders is not required when:

- the absent spouse or parent has no means to pay (e.g. on SAP, student, incarcerated).
- paternity cannot be established. Where more than one person may be the father, the court establishes paternity. (See CH 16 SC S for DNA testing).
- potential abuse by the absent spouse or parent poses a serious threat to the client and/or dependants.
- the whereabouts of spouse or parent cannot be determined.
- the spouse/parent is deceased and there is no estate.

The above cases are reviewed at annual review to assess the current situation and the potential to obtain support (See CH 11).

3. Client Has No Maintenance Agreement/Order

- Support action is waived; or
- The client is referred to Legal Aid. When an agreement/order is obtained, it is registered with MEO.

4. Client Has Maintenance Agreement/Order

The client provides a copy for the file. A certified copy is required when registering Orders/Agreements with the MEO. (For payment of certified copies of maintenance order, see CH 16 SC S)

- For those clients with voluntary payment agreements the client must provide information regarding the respondent's gross income. The amount of support payment is determined (within 10%) by the child support guidelines. Then payments are below the prescribed amount the client renegotiates the agreement amount or is referred to Legal Aid.
- When payments are in arrears the client completes an Assignment of Rights form (SSS 1251) which is forwarded to the MEO. For income assessment see CH 18 .
- When maintenance payments are being made and there are no arrears the Assignment of Rights form is not completed unless the client requests this. The client may still register the order/agreement with the MEO and may choose to complete the Assignment of Rights (SSS 1251).

5. Cancellation of Assistance

The worker immediately notifies the AEMOHELPLINE by E-mail. This is essential to ensure ongoing support payments are sent directly to the client.

G. Emergency (Discretionary) Advances

1. Granting Criteria

An allowance may be provided as an emergency advance:

- for a need(s) for which an allowance has already been provided. (e.g. a family who spends their entire cheque and is without food before month end, spoiled or stolen food.)
- when an applicant with child(ren) who identifies unmet children's needs (e.g. families from another province, from a reserve, new applicants who have no resources from their last child benefit.) Payment is prorated until the 20th of the month at $160 per child.
  - Cash and liquid assets are considered the first resource;
  - The need is essential to the health and/or safety of the client or other members of the family unit and must be met;
  - Determine whether expected income will be received in time to meet all or a portion of the need;
  - Only the minimal amount necessary is provided. e.g. partial payment of full amount of need may be acceptable to vendor, etc.

2. Recovery

The advance is recovered from the next monthly cheque. Where the payroll date has passed the recovery is made from the following month's cheque. If exceptional circumstances exist (e.g. a large recovery resulting in financial hardship) the overpayment recovery rate schedule may be approved.
(See CH 14 SC J)

H. Replacement of Lost or Stolen Cash

This does not refer to lost, stolen, or forged cheques which are dealt with in CH 12.

The following procedure is used when a client reports lost or stolen cash:

- The worker obtains a statutory declaration indicating the circumstances of the incident. The declaration is retained on the file.
- If additional assistance is required an emergency discretionary advance may be issued.

For granting criteria and recovery see SC G.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 9	**Determining the Amount of Assistance**	**CH 4**

Intent

A university student is a person who is registered in three or more classes in any semester. University students are not eligible for assistance except in exceptional circumstances.

Assistance is provided using the budget deficit method of calculating eligibility.

Policy

1. University Students

- Please see CH 16 H I for primary sources of education funding.
- University students are not eligible for assistance unless they satisfy conditions outlined in Section 9(2) of the Regulations. Any subsequent interruption in continuous assistance (student loans or earnings from employment) does not disqualify the student from continuing the approved university program.
- If a client is already receiving assistance and subsequently becomes a university student, assistance is provided until the date classes commence, not the date the student loan is anticipated or received. Full rent and utilities may be provided if required.
- University students who apply for assistance during semester breaks are subject to normal eligibility criteria. Christmas and Easter holidays are not considered break periods.

2. Saskatchewan Income Plan (SIP)

- SIP benefits are not considered income when calculating a budget deficit. However, SIP payments made in any specific month, whether current or retroactive, are considered part of the current month's assistance benefits.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 10, 11 & 12	**Persons Included in the Budget**	**CH 5**

Intent

In estimating need and income only the head of the family and dependants are included.

With some exceptions every adult person in the household is expected to contribute financially for his or her own basic needs.

Policy

The onus is on the client to ensure that adults in the home contribute financially except for sons/daughters participating in training (including school holidays) or those who receive basic allowance. For calculating income from boarders and roomers see CH 19 SC E.

When two or more clients share accommodation assistance is provided to each on the basis of the individual's share of costs up to certain shelter maximums.
See SC 15 SC D 3

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 13, 14	**Granting of Assistance Date Assistance Commences and Minimal Assistance**	**CH 6**

Intent

Assistance is provided from the date of eligibility (See CH 3) but not prior to the date of application; however, shelter and utilities for the full month in which eligibility is established may be provided if the need exists.

The onus is on the client to take all necessary actions to establish eligibility in a timely manner. The client should not experience undue financial hardship if eligibility cannot be immediately determined or it awaiting the outcome of an appeal. In these instances minimal assistance may be provided.

Policy

- If minimal assistance is to be provided to a new applicant by requisition, the top portion of the application (SSS 1001) is completed. See CH 2 SC D
- Shelter and utilities for the full month in which eligibility is established may be provided if they have not been paid for that month.
- Minimal assistance includes basic allowance or board and room, shelter and utilities. Items of special need which are urgently required may also be provided.
- Minimal assistance may be provided:

  1. pending a local hearing except when there is a budget surplus, non-exempt assets are readily accessible or the applicant is a university student. Travel and child care expenses are also provided, if required.
  2. pending a provincial hearing from the date of the client's request as long as the client attended the local hearing or provided prior notification for not attending. Travel and child care expenses are also provided if required.
  3. to those clients who have received assistance for basic needs from another province/Indian Band for the month of application who do not return to their former residence (see CH 2 SC B 2).
  4. to allow time for the department and client to be advised of an appeal decision assistance may be granted to include up to seven calendar days after a hearing.

If the seven days falls into the next month, a full month's rent and utilities is not automatically issued. This time period may be extended if the client /department has not been notified within the above time period. To calculate the time period see CH 21 .

- Any assistance granted under Regulations Section 14 (2) is not considered an overpayment unless the client deliberately misrepresented the circumstances during the application process.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 15	**Advising As To Eligibility For Assistance**	**CH 7**

Intent

When an application for assistance is approved or denied clients must be informed in writing. They must be advised of their right to appeal any decision regarding assistance, the amount of the allowance, their responsibilities, or the reason their application was denied.

Policy

- The client is advised in writing (letter/cheque stub, remittance slip) of both the initial decision and of any change in the allowance.
- If a decision has not been made regarding eligibility the client is advised in writing within 14 days as to the status of the application, when a decision is expected and the right to appeal.
- When granting assistance the following information is included in the notification:
  - basis of assessment
  - amount of allowance
  - what information or action is necessary to establish continuing eligibility
- Clients are advised of the obligation to report all changes in circumstances.
- Clients who have unusually high seasonal earnings are advised to meet their basic living expenses during times of unemployment. (See lump sum income - CH 19 SC B 3).

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 16, 17, 17.1	**Manner of Paying Assistance**	**CH 8**

Intent

The manner of paying benefits is outlined.

Policy

Assistance is paid in advance. When the first payment is after the first of the month assistance is calculated proportionately to the last day of the month.

For the purpose of prorating benefits all months consist of 30 days.

The method of payment as well as whether cheques are mailed or picked up is determined by the worker.

A. Payments to Clients

1. Monthly Cheques

The monthly cheque is used whenever possible including retroactive payments to special care homes, special needs and other adjustments.

Adjustments of less than $10 are issued on monthly cheques rather than by overnight or emergency cheques unless an urgent situation exists.

2. Overnight and Emergency Cheques

Overnight and emergency cheques are used until the case is established on the monthly cheque system.

Emergency cheques are used when a client cannot wait for an overnight cheque (by mail).

If a budget deficit of less than $1 or other small amounts exists the monthly allowance is issued when the total accumulated is $10. Health coverage is continued.

3. Mid-Month Cheques

Mid-month payments may be provided for those clients whose net allowance after shelter, utilities, special needs and overpayments/advance recoveries is $50/month

or more. Clients on trusteeship and those receiving level of care allowances are not included.

4. Direct Deposit - Electronic Funds Transfer (EFT)

Clients may arrange to have their benefits deposited electronically to their bank account by completing SSS 1031. This service is available for any type of cheque except for joint payment cheques or cheques to vendors and trustees. Clients are responsible for payment of service charges and overdrawn accounts. Clients may arrange to cancel the direct deposit by contacting their worker.

B. Joint Payment Cheques

Joint payment cheques are only issued for rental benefits. A cheque payable to the client and the landlord is issued to the client. This payment method is used for those with money management problems or who feel they are unable to manage their own rent payment.

The payment amount may not exceed the amount of the shelter allowance and is not to include utilities.

Joint payment cheques are not issued:

- to those who have an established residence (6 months).
- to those with no rent or utility arrears.
- to those with no obvious money management problems.
- to those who are employed
- when the amount of the entitlement is less than the shelter need.
- when the landlord is bankrupt, owes taxes, etc. and a third party (e.g. Canada Revenue & Customs Agency, municipality) demands payment. In these situations, rental benefits are made payable to the client.

Information regarding joint payment rent cheques is provided to landlords/agents upon inquiry. The client's personal circumstances cannot be discussed. (See Appendix F File Information and Access).

When the landlord has not received the joint payee cheque either the client or landlord signs a statutory declaration. Both signatures are not required (See CH 12 C).

C. Third Party Payments

Third party payments are used to make direct payments to vendors/suppliers:

1. Cheques

These are used for ongoing monthly payments after it has been established that the client is not able to manage his or her funds and no one is prepared to act as a trustee in the local area.

These should not be used to make one-time payments in place of a requisition or invoice.

The department informs each payee of the amount paid. The amount paid cannot exceed the amount provided for the specific need.

All funds for clients of the Public Trustee are paid to the Public Trustee. Invoices are sent to the Public Trustee for processing.

2. Requisitions

Requisitions are used in situations where an emergency cheque cannot be issued. Payments are made on the basis of a prior authorized requisition or Transient Aid form. (See CH 2 SC D).

3. Invoices

The worker authorizes a vendor to provide goods/services to a client. A bill is submitted and the worker authorizes payment through the invoice system. Funds can be provided directly to clients when they receive the bill.

4. Multiple Billing

Payment may be made for several clients on one billing for services rendered by a vendor following authorization by the client's worker. This payment method is used only where services are rendered occasionally. (See CH 10 SC B)

5. Electronic Billing

Payment of the actual monthly cost for client utilities (SP/SE) may be provided through electronic billing when there are arrears or for those who feel they are unable to manage their own SP/SE payments.

6. Reimbursement of Third Parties

When the vendor contacts the worker following return of the stopped cheque a copy of the client's second statutory declaration is provided. Should the vendor believe the client cashed the cheque he/she may wish to provide the statutory declaration and the cheque to the police.

Reimbursement may be approved by the worker when it is determined that the vendor took all precautions to confirm the identity of the client cashing the cheque. An overpayment is assessed on the file (See CH 12).

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 17.2	**Security Deposits**	**CH 9**

Intent

When required, security deposits may be guaranteed for SAP and PTA clients in the amount of their shelter allowance.

Policy

A. Security Deposit Guarantee

A security deposit is money given to a landlord or agent to be held as security for the payment of a liability of the tenant agreement. Rather than providing funds at the commencement of a tenancy the security deposit is guaranteed.

Security deposits may be guaranteed whenever clients move. Security deposits and lease renewals prior to October 1, 1997 ($125) will remain in effect until the client moves. Clients requesting a security deposit after October 1, 1997 are not required to return a previously issued $125 deposit.

Guaranteed security deposits are paid to landlords upon successful claim through the Rentalsman's Office or through written agreement of the client to the claim. The guaranteed amount is the approved shelter allowance. This amount can change subject to increase or decrease of the shelter allowance. Those with rental costs above the approved shelter allowance may make private arrangements on the additional deposit amount with the landlord.

In shared accommodation the guarantee is applied to the rent amount issued to each client.

A guarantee may be required when a youth transfers from Family Services.

Except for relocating for employment/training, family violence or death a guaranteed security deposit paid to the landlord is considered an overpayment as specified in The Saskatchewan Assistance Act Section 13.1.(5). In the exceptional cases, the overpayment is waived by noting the circumstances in a file recording.

When required, security deposits may be provided for a mobile home and pad rented from the same person located within 5 miles of a city, town, village or hamlet.

B. A security deposit is not guaranteed when:

- a client has lived in a rental property for less than two months and moves to another property owned by the same landlord.
- it has already been provided to the landlord
- it has not been requested by the landlord
- it is not within the jurisdiction of *The Residential Tenancies Act.* Some examples include Salvation Army, YM/YWCA, universities, hotels, motels, clubs, room and board, accommodation located on federal land (e.g., reserves, national parks), premises outside the boundaries of a city, town, village or hamlet, farm acreage, or meal(s) is provided.
- a client rents from a housing authority (See CH 15 SC D 6)
- a spouse moves.

C. For clients leaving assistance and their eligibility for a security deposit see CH 16 SC G 1.

D. Appeals

Clients may appeal Rentalsman's orders for payment of the security deposit to the Rentalsman within 120 days. For overpayment recoveries, see CH 14 SC J.

If the client appeals to Social Services regarding the overpayment decision, he/she has 20 days to contact the Rentalsman regarding the order. If there is no contact from the client within 20 days, an appeal hearing with the local committee is scheduled and the overpayment recovery continues.

E. Advocates

Upon request, the department may provide $45 for an advocate (other than a spouse or dependant) to attend a Rentalsman hearing. Payment may be made for one hearing on an application concerning a security deposit matter.

F. For rent arrears while on assistance, see CH 15 SC D8.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 18	**Trusteeship**	**CH 10**

Intent

A trustee may be appointed to handle a client's funds when the department is satisfied that he or she is incapable of managing the allowance in a responsible manner.

All trustees must notify the department of any changes in the client's circumstances, keep records of and account for funds, and submit an accounting upon the request of the department.

Policy

A. Guidelines governing the appointment of trustees

Any responsible person who is prepared to administer the allowance in the best interests of the client may be a trustee.

- Families are the first resource. A contracted agency is considered if no family member is available or willing to provide this service or should such an arrangement not be in the client's best interests.
- Before paying a fee-for-service to a private trustee caution must be taken not to appoint anyone who may be in a conflict of interest situation.
- Staff, operators, members of the board of group homes, licensed special care facilities or family members are not paid a fee-for-service to act as a trustee. (For definition of family see CH 16 SC B 9).

B. Persons/Agencies who may be trustees

- **Families** are the first resource to provide trusteeship services. A fee-for-service is not paid in these cases.
- **Contracted Organizations** are funded to provide trustee services.
- **Private Trustee** A fee-for-service may be paid if it would be in the best interests of the client and the department to have a private trustee manage the client's

funds. A private trustee can be appointed for a maximum of five cases.

- **Public Trustee.** Persons are placed under the jurisdiction of the Public Trustee if certified as incompetent. The Public Trustee is not required to sign a trustee agreement nor account for funds received as this is required through the provincial audit.
- **Department of Social Services, Direct Payments.** The department may act as trustee and distribute client benefits to one or more payees, where no one is prepared to act as a trustee in the local area.

C. Establishing a case on trusteeship

- The supervisor approves the appointment of a trustee except for direct payments.
- The worker, client and the trustees discuss the reasons for trusteeship and the services offered by the trustee. The client is advised in writing of the trusteeship and the right to appeal this decision. Should the client lodge an appeal the trusteeship is maintained until the appeal process is completed. The client also has the right to appeal to the agency administering trusteeship services if dissatisfied with the services.
- The trustee and the worker sign a Trustee Agreement (SSS 1056a). When a trustee is appointed a specific date is established for review of the need for a trustee. The need for a trustee is assessed at the time of annual review.

D. Managing Trusteeship Cases

- The worker advises the trustee of any changes in the client's allowance.
- When the trustee wishes to administer Old Age Security and Canada Pension funds, the trustee may contact Human Resources Development, Canada.
- Trustees, except for agencies, are required to complete an annual review.
- Trustees are notified that the department reserves the right to conduct an audit of their transactions related to the trusteeship and that all receipts, invoices and cancelled cheques must be kept until written authority for their destruction is granted or five years has passed.
- Trustees are responsible for giving notice to vendors (landlords, utility companies, etc.) regarding any changes in the client's financial circumstances which affect them.
- Where the direct payment is used the department informs the client in writing of the arrangement, the distribution of benefits, and of the right to appeal. This arrangement is reviewed at regular intervals or at the time of the annual review.

E. Payment for Trustees Service

1. General

The monthly rate provides for record keeping and counselling services provided to the client, as well as any bank charges and transportation expenses the trustee may incur while providing trustee services to the client.

The fee is not intended to cover special travel arrangements that a trustee may provide to the client when no other means of public transportation is available. In such instances special transportation costs may be paid. (See CH 16 SC B)

2. Fees and Service Provided

Private Trustees - $57.75/month/client

Contracted Organizations (official contract with the region funded through the regional administration budget) - $79.50/month/client.

Services provided by trustees:

- administer the client's finances to ensure that ongoing maintenance needs are met.
- establish and supervise the client's monthly budget.
- teach the client how to budget and cope with his situation.
- advise the department immediately of any changes in the client's circumstances (change of address, receipt of income, change in number of dependants, etc.)
- notify vendors (landlords, utility companies, etc.) regarding changes which affect the amount of payment.
- provide supportive services such as menu planning, consumer education, purchasing (e.g. groceries, furniture), locating suitable accommodation, referrals to other resources

When purchasing services from a contracted organization it is expected these organizations will provide more specialized services in these areas than a private trustee can offer.

3. The Public Trustee

The administration fee for the Public Trustee is paid through the monthly cheque process according to Regulation Sec. 27 A(b). Payment includes the GST.

F. Accounting From Trustees

1. Trustees are required to maintain a separate accounting for each client and record the manner in which funds are disbursed.
2. The private trustee forwards the completed trustee accounting from (SSS 1056B) or other appropriate accounting ledgers every 12 months, contracted organizations every 6 months.
3. In cases where a trustee cannot provide an accounting within the prescribed period the accounting may be deferred for up to three months with the approval of the supervisor.
4. The Public Trustee is not required to account for funds received as this is required by the provincial auditor.
5. In the following cases the supervisor may waive the requirement for an annual accounting. Form SSS 1254 is completed:

   - when trustees submit a monthly accounting
   - trustees cannot provide the accounting form in such circumstances as destruction of documents by natural disaster, work stoppages at an agency, etc.
   - when parents receive benefits on behalf of their daughter/son.

G. Client Appeal Procedures

Clients on trusteeship have the right to appeal their allowance being handled by a trustee. When the services are handled through an agency and the client is dissatisfied with the services he or she may appeal to the agency.

H. Client Access to Financial Records held by the Trustee

Clients receiving services from a trustee have access to their financial records so they can review all information.

I. Mismanagement of Trusteeship Funds

Should trustees be suspected of mismanaging clients' funds the trusteeship is cancelled. Overpayments are calculated on clients' files. Collection is deferred until responsibility for the overpayment is established. If the trustee is responsible for the overpayment the file is referred to the Accounts Receivable Unit who will pursue collection from the trustee. When the trustee is in receipt of SAP the overpayment may be transferred and recovered in accordance with procedures outlined in CH 14 SC J .

J. Cancellation or Change of Trusteeship/Direct Payment

- The worker notifies the trustee/payee and the client in writing that the trusteeship has been cancelled and requests the final Trustee Accounting Report.
- When a trusteeship is cancelled and the trustee is holding an accumulation of SAP funds on the client's behalf the total amount accumulated should be given to the new trustee or the client. If any of these accumulated funds are to be recovered against outstanding overpayments the trustee should return the funds to the department.
- When a client dies and funds are being held by a trustee the funds are forwarded to the client's estate or the Public Trustee if there is no next of kin or no will. If there is an overpayment on the client's file a written claim is made to the executor of the estate or Public Trustee to recover the funds on behalf of the department. Should the executor or Official Administrator ask for an affidavit verifying the debt the declaration is completed by the Financial Services Branch, Central Office.
- When direct payment is cancelled or changed the worker advises all payees receiving direct payments of any changes or cancellation one month prior to the effective date of the change. In situations where one month's notice cannot be provided (e.g. whereabouts unknown, death), the next cheques are cancelled and the payees notified as soon as possible.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 20	**Determining Continuing Eligibility**	**CH 11**

Intent

Clients' eligibility shall be reviewed every time there is a change in circumstances. Eligibility must be reviewed periodically.

Policy

Annual Review

Annual reviews include a complete assessment of the clients' circumstances - needs, assets, income, employability, transition plans, efforts to obtain support, etc. All continuous special needs granted are reviewed to determine whether they are still required. The review is documented on a chronological recording.

Reviews are carried out by personal interviews. They can be completed prior to the review date when seeing clients for other purposes (e.g. move, change in family, audit, etc.). Change of circumstances forms including the Annual Review Declaration (SSS 1009) are used and a chronological recording is completed. The Annual Review Declaration By Mail form (SSS 1245) is completed in regional administration/static caseloads. Signatures are compared with those on file.

If a review is 3 months overdue assistance may be provided with the supervisor's approval.

For Children with non-parental caregivers see CH 2 SC B 4	
For trustees see CH 10 D	For farmers see Appendix D
For self-employed clients see Appendix E	For Health Services only see CH 16 SC R5
For non-registered Indians on reserve, see CH 16 SC R 5	

Benefit Administration and Audit Services (BAAS)

Except for those receiving PTA and those who are farmers/self-employed the Central Caseload Review Form (SSS 1255) is completed every 3 years.

Other Reviews

Whenever there is a change in the client's circumstances all necessary documents are completed.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 20(A)	**Lost, Stolen, or Not Received Cheques**	**CH 12**

Intent

When a client does not receive a cheque, loses it or it has been stolen, assistance may be provided to prevent hardship.

Policy

A. Initial Process

Initial Process

No action to grant minimal assistance is taken:

- until three days following the cheque mailing date if the cheque is not cashed; **or**
- if more than 30 days have elapsed since the date of issue **and** the cheque has been cashed.

Joint Payee Cheques - either party (client or landlord) may sign a statutory declaration. It is not necessary to obtain the signatures of both payees.

B. If the cheque has not been cashed

Benefits, including rent by joint payment cheque, may be reissued at this time as a discretionary payment after the statutory declaration has been taken and a stop-payment has been placed on the cheque.

C. If the cheque has been cashed

- Should the client/landlord acknowledge the endorsement or there is sufficient reason to believe he/she endorsed the cheque, no further action is taken and any assistance issued to the client for the month is assessed as an overpayment.
- If the client/landlord does not acknowledge the endorsement a statutory declaration is taken stating this and placed on file.

  If less than 30 days have elapsed since the cheque was issued benefits are issued as required and are not immediately assessed as an overpayment. Rental benefits

paid through joint payment may be reissued as an overpayment to the client after the landlord indicates the signature is not his/hers. If the client remains in the premises, future rent payments are paid through a trustee. If the client leaves the premises in the same month the landlord may claim the security deposit. Payment should not be made twice for the same month. (See CH 9 for security deposits)

If more than 30 days have elapsed no additional assistance is issued.

- The assistance issued is an overpayment if it is determined that the client cashed the cheque.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 21, 22, 23 & 24	**Changes in the Amount of Assistance**	**CH 13**

Intent

The amount of assistance clients receive depends upon their needs and resources. Any changes in needs and/or resources will cause an increase, decrease or cancellation of the amount of assistance.

Policy

- The client is required to report all changes in circumstances immediately. Adjustments are made accordingly and the client is advised in writing (letter, cheque stub, remittance slip).
- When a third party provides unverified, previously unreported information which may affect the client's eligibility the matter is discussed with the client. If a change in eligibility results the client is provided written notice prior to adjusting the allowance.

A. Changes in Employment Status

- When an employable person becomes not fully employable for one month or more, an adjustment to the shelter benefit is made effective the date the client advises the department.
- When a not fully employable person becomes employable, an adjustment to the shelter allowance is effective 6 months following the change in status as long as he/she remains in the same residence. See CH 15 SC D 2

B. Changes in Income

- Income from wages, EI and WCB is reported monthly. Other income is reported when first received and as changes occur.

C. Changes in Family Composition

1. Name Change

A change in name is reported on the Change of Circumstances form (SSS 1243) and Health is notified.

2. Children

Increase - When there is an increase in the number of children a Change in Circumstances form (SSS 1243) is completed and the entitlement is recalculated. A newborn child is added effective the date of discharge from the hospital if the client advises the department within 30 days. After 30 days the child is added effective the date of notice. Only children born outside the province are nominated for health coverage. For children from another family see CH 2 SC B 4 .

Decrease - When children leave the family for any reason health benefits are cancelled immediately. Financial benefits continue to the end of the month and no overpayment is assessed. If another cheque has already been issued which includes the child, no overpayment is assessed (e.g. month end).

Children remain on the file when they are temporarily away from home for educational or medical purposes. For children's allowances, see CH 16 B1 and B2 .

Wards are added effective the date wardship is discharged based on verbal confirmation from Family Services or the parent.

A Person of Sufficient Interest (POSI) is a court-appointed designation for the care of a child(ren). Wards living with a POSI are not eligible for financial or health benefits (for shelter, see CH 15 D2). Children who are not wards living with a POSI are considered part of the family unit and are eligible for health and financial benefits. Child and Family Services are notified that benefits are being provided for the child(ren).

3. **Visiting Spouses -** When a spouse who resides in an institution, group home, etc., stays temporarily with the client the basic allowance is pro-rated for the duration of the visit. See CH 15 B1(ii)

4. **Marital Status -** In the case of divorce, separation, death or change of the head of the family a new application (SSS 1001) is completed. When a spouse is added a Change of Marital Status form (SSS 1218) is completed.

- Separation/Reconciliation - If the new head of the family requires assistance, benefits are provided from the date of application to include shelter and utilities, if required. No overpayment is assessed for the former head of the family whether there is continuing eligibility or not. Should reconciliation occur within the month of separation no further benefits are issued and no overpayment assessed.
- New Family Unit - If both adults received assistance during the month no overpayment is assessed for that month.

5. Incarceration

No overpayment is assessed for benefits provided for the month in which the incarceration occurred.

Families - If the head of a family is incarcerated for more than 30 days a new application (SSS 1001) is required from the spouse.

Single Parents - may appoint a trustee to handle shelter and utility benefits up to 90 days so as to keep the family intact if incarcerated in the province.

6. Death

No overpayment is assessed for benefits provided for the month in which the death occurred.

D. Absence from Accommodation

No overpayment is assessed when a client temporarily resides (30 days or less) in short term accommodation (hotel) or in a special facility (e.g. family shelter, addiction treatment centre, respite home, jail) and has already received an allowance during the month.

1. Special Care Homes/Group homes - absence

i) Temporary Absence

First 30 days - allow the special care home resident charge or group home fee-for-service with no reduction in rate.

31 - 60 days - reduce the special care home resident charge or group home fee-for-service by $1.50 /day (in lieu of the cost of meals). For CLD homes the $410 rate and the CLD subsidy are reduced equally.

Over 60 days - cancel the resident charge or group home fee.

ii) Permanent Departure

When notice has not been given payment for the special care home resident charge/group home fee-for-service may be continued for 7 days following the date of the departure or until the bed is occupied, whichever occurs sooner.

Payment for the 7 day notice is not provided where the resident charge was cancelled because the client was absent more than 60 days. When a client is given notice to leave, payment is cancelled from the date of discharge.

2. Approved Homes (licensed under The Mental Health Act and The Residential Services Act), Personal Care Homes (licensed under The Personal Care Homes Act) & Family Homes

i) Temporary

First 30 days - no reduction in the allowance
31 - 60 days - reduce the level of care allowance by half. For CLD homes the $410 rate and the CLD subsidy are reduced equally.
Over 60 days - cancel the level of care allowance

ii) Permanent

When a client leaves permanently and no notice or insufficient notice has been given (e.g. 30 days) payment may be continued for thirty days or until the bed is occupied, whichever occurs sooner. This is not provided where the level of care allowance had been cancelled because the client was absent more than 60 days. When a client is given notice to leave without cause, payment is cancelled from the date of discharge.

For clients in Family Homes, the allowance is cancelled immediately.

3. Clients admitted to Hospital (including clients in board and room).

First 30 days - make no change to the allowance.

More than 30 days - the allowance is adjusted the first of the following month.

- Single Person

If the stay in hospital will be less than three months shelter and utilities/board & room and the personal living allowance is provided. If the stay is over three months and shelter and utilities/board and room is required to maintain the residence these needs may be provided with the supervisor's approval.

- Member of a Family Unit

The family is considered a unit and the needs of the client in hospital are calculated on the basis of the personal living allowance.

4. Vacation/Summer Camp

There is no change in benefits when clients who receive level of care allowances attend a summer camp or are on vacation for a period up to 30 days.

5. Addiction Treatment Centres

No accommodation or treatment charges are provided. The personal living allowance is provided upon admission until discharge. No overpayment is assessed.

6. Family Shelters/Emergency Accommodation

SSS 1001 is used to issue the personal living allowance and other needs except for those already in receipt of benefits. Where a family shelter is not available, hotel and meals may be provided.

E. Relocation

1. Within the province - Clients are free to move as long as they do not require assistance to make the move. See CH 16 SC K for moving expenses.
2. Outside the province - A client's plan to move to another province is negotiated by the worker with the worker in the other province and approved by the supervisor. (Prior arrangements for moving are not required in some provinces.) The client is advised that further eligibility can only be determined by the other province. See CH 16 SC K
3. Temporary absence from Saskatchewan - Assistance may be provided with the director's approval in situations such as:
   - client participating in a training program;
   - taking medical treatment not available locally; or
   - on vacation up to 30 days.

F. Cancellation

See CH 16 SC R 6 for cancellation of health benefits.

Cancellation of benefits and file closure may be completed within 30 days from the last day of the month assistance was issued. The effective closure date is the last day of the month assistance was issued.

Cancellation of benefits and file closure are completed immediately in the case of the client's death, marriage/common-law, or leaving the province. An overpayment is not assessed for the month in which the change occurred.

The file may be closed after the appeal period has passed:

- 20 days after the local hearing, or
- immediately following the date of interim assistance following a provincial appeal decision.

For clients with a budget surplus over a two month period due to recurring wage income, cancellation of benefits and file closure may be completed within 60 days from the last day of the month assistance was paid (see Chapter 19 B).

The client is advised in writing of the reason for the cancellation except for death or leaving province.

For reapplication see CH 2 SC D 1 .

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Act Section 29.3, 29.5	**Overpayments**	**CH 14**

Intent

An overpayment is any assistance provided to which the client is not entitled. It is recovered from future entitlement or other means.

Policy

Overpayment Defined

The amount paid in excess of entitlement is calculated as an overpayment:

- if an allowance was paid during a period when budget deficit did not exist
- if an allowance was paid in excess of the amount permitted
- if the client was ineligible for other reasons

Before assistance can be granted eligibility must be established. Assistance cannot be granted with the intention of recovering it as an overpayment. This does not apply to emergency advances or to issuing additional assistance when a client loses money. (See CH 3 SC G ,CH 15 SC B 4)

Overpayments are calculated on the basis of actual assistance paid in excess of entitlement. Inappropriate use of non SAP funds may affect eligibility. These funds, however, cannot be assessed as an overpayment as they are not SAP.

A. No Overpayment is Assessed

- Where an allowance was provided to meet needs (see CH 3G) and it later becomes known that the funds were not utilized for that purpose unless duplicate funds are issued.
- Separation/Reconciliation - If the new head of the family requires assistance benefits are provided from the date of application to include shelter and utilities, if required. No overpayment is assessed for the former head of the family whether there is continuing eligibility or not. Should reconciliation occur within the month of separation no further benefits are issued and no overpayment assessed.

- New Family Unit - If both adults received assistance during the month no overpayment is assessed for that month.
- For payment of a guaranteed security deposit when the client relocates for employment/training, family violence or death. (See CH 9 A)
- When OAS, GIS and/or CPP benefits are received the client's SAP benefits are not recalculated to create an overpayment equal to the death benefits received. Financial Services Branch, Revenue Unit, consider the death benefits received as a refund to the department. (CH 16 SC P 6).

B. Methods of Overpayment Calculation

For recurring, declared income see CH 13 SC B. For disposal of declared income and the 15% assessment of needs see CH 19 SC B.

Undeclared Income

For suspected fraud, see D.

1. Lump Sum Income
   - An overpayment of assistance is calculated from the month after the income was received using the amount of income which was not expended appropriately (needs which would have been provided through assistance). All applicable exemptions are included. Any surplus income is applied to the time period the income should have been used by the client to be self-supporting. The surplus is divided by the amount of the monthly budget.
   - If the client used some of the income to purchase assets from which money can be recovered within a reasonable period of time benefits are suspended. The client is advised to use the proceeds to meet basic living needs. 15% is added to the client's needs for the period of time assistance is not provided. See CH 19 SC B.
2. Recurring Income
   - The monthly entitlement is recalculated from the month after the income commenced.
   - Needs which would have been provided through assistance are included in the monthly budget. 15% is added for the period of time assistance is not provided.
   - If the client has a budget surplus further benefits are suspended.
   - For contacting employers, see CH 3 SC C.
3. Inaccurate Information

   If the client's circumstances are not as declared (e.g. undeclared spouse, income), an overpayment for past SAP benefits is assessed using available information and is adjusted as further details are determined. All resources are included in the assessment. If fraud is suspected, see CH 14 SC D.

C. Posting and Notification of Overpayment

Whenever an overpayment is assessed, it must be calculated and posted on the electronic file. The client is advised in writing of the reason, the amount and the specific details concerning the overpayment. The client is advised if the amount is changed for any reason or recovered in full. If the allowance is cancelled and the overpayment has not been fully recovered the client is advised, in writing, indicating the amount of the outstanding balance. Voluntary repayment is also requested.

D. Suspected Fraud

If it appears that a client deliberately gave false information or withheld information in order to receive an allowance the case is reviewed with the supervisor to determine if referral to the police is appropriate. If so, the director forwards the case to the appropriate law enforcement agency after ensuring the client has had an opportunity to exercise the right of appeal regarding the overpayment assessment.

The following criteria is considered:

- length of time and amount of alleged fraud
- client status (age, number of dependants, health, etc.)
- method used to obtain overpaid benefits
- deterrent effect on individual and/or others
- assessment of the case by the department and
- effect of prosecution on client's future independence.

E. Fraud Convictions

When clients are convicted of fraud they are obliged to repay the full amount of any overpayment resulting from the fraud. If restitution is ordered the amount paid through restitution is deducted from the overpayment. The overpayment remains until the total amount is repaid in full, whether or not they serve a period of incarceration, restitution is ordered in a different amount, etc.

F. Assignment of Overpayments

1. When spouses separate, the head of the family is responsible for the full amount of the overpayment. If the spouses subsequently reconcile the overpayment is recovered regardless of any change to the head of household.

2. If the person has an overpayment and becomes a spouse in a different family, the overpayment cannot be recovered from the entitlement without the written consent of the head of the family. Care must be taken to ensure the new head of the family has a full understanding of this undertaking. Any existing overpayment of the head of the family is recovered first. Any overpayment incurred by the couple is recovered next. The spouse's overpayment is recovered last. The spouse remains responsible for the overpayment, if she or he subsequently separates.
3. If the head of the family dies and there is an outstanding overpayment it cannot be transferred to the spouse if he or she applies for assistance.

G. Bankruptcy and Overpayments

Bankruptcy and Overpayments

A person may become bankrupt in several ways:

- by making an assignment in bankruptcy (voluntary declaration)

- by being petitioned into bankruptcy (debtor is forced into bankruptcy by his creditors)

- by an insolvent person making a proposal.

Once the assignment or petition is made the client is no longer entitled to deal with financial resources. These are transferred to a trustee in bankruptcy (usually an accountant). Creditors may no longer take any action to try to recover the money owed to them.

Upon bankruptcy the file is reviewed to determine whether there is an outstanding overpayment. If the overpayment is being recovered the deduction is immediately discontinued whether or not the department is listed as a creditor. Any recoveries made after the bankruptcy date are refunded to the client. The amount of the overpayment for the benefit period up to and including the date the bankruptcy has been filed cannot be recalculated once the bankruptcy has been filed. Any overpayments which arise after the date of declaration for bankruptcy for benefit periods of the bankruptcy claim period are immediately collectible.

Proofs of Claim are forwarded to the Revenue and Program Support Unit, Central office, for processing. If any amount of the outstanding overpayment was calculated on a paper file it is forwarded with the Proof of Claim. The Revenue Unit files the claim with the trustee in bankruptcy. A copy is returned to the regional office with the file.

When a discharge order is granted by the court all debts of the client are cancelled. Any existing overpayment which arose before the bankruptcy is cancelled as an uncollectible debt unless it can be proven through a court action the debt arose through fraud, false pretenses or fraudulent misrepresentation or breach of trust.

The Board of Revenue Commissioners approves the cancellation of the overpayment. The Revenue Unit forwards a copy of the cancellation approval notification to the worker and posts the debt as cancelled which reduces the overpayment balance. The overpayment is not adjusted by the worker.

H. Cancelling Overpayments

Cases are identified by the Revenue and Program Support Unit. The Board of Revenue Commissioners approves cancellation of the overpayment. The Revenue Unit forwards a copy of the cancellation approval notification to the worker and enters the overpayment balance, if any, on the file. The overpayment balance is not adjusted by the worker.

I. Collection of Overpayments

An overpayment is a debt owing to the Crown and may be recovered from entitlement, through court action or by other means. There is no time limitation for pursuing suspected fraud action through the criminal justice process.

J. Recovery of Overpayments

Recovery Rates

Authority to recover overpayments is specified in Sec 29.5 of *The Saskatchewan Assistance Act*.

The following rates are used to recover overpayments from future entitlement and are not intended to preclude recovery by other means.

60% of the exempted earnings to a maximum of $75, plus the appropriate rate as indicated in the current recovery table based on the NET SAP** as follows:

$ 0 - 270	$15
271 - - 400	25
401 - - 550	40
551 - - 700	55
701 - - 850	70
851 - - 1,000	85
1001 +	100

**** NET SAP PAYMENT = Total of basic needs and continuous special needs, minus utilities, shelter, non-exempt income and advance recoveries.**

When the amount of entitlement is less than the overpayment the recovery rate is the amount of the monthly entitlement less $1. See CH 8 A2

A higher recovery rate may be used if requested by the client.

A lower recovery rate, or deferral, may be approved by the supervisor for those clients:

- who receive room and board payments
- who receive level of care payments
- whose overpayment was the result of department error
- whose overpayment was the result of a wage/need adjustment based on previously declared information
- whose overpayment is being appealed
- who appeal Rentalsman's orders.

Decisions by appeal committees/Board to defer overpayment recoveries are forwarded to the Accounts Receivable Unit.

K. Underpayments

Underpayments occur when the amount of assistance is less than the budget deficit. The underpayment amount is subtracted from any outstanding overpayment, except when an underpayment occurs due to an administrative error.

Underpayments are assessed from the date:

- the client advises of the change, or
- with the supervisor's approval from the date the change occured where needs were unidentified and there are outstanding unpaid accounts for those needs.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 25	**Assistance Benefits**	**CH 15**

Intent

Allowances shall be provided for the items essential to meet minimum living requirements.

Policy

Items essential to meet minimum living requirements include:

- food, meals purchased away from home:
- personal and clothing requirements:
- travel:
- household needs:
- accommodation such as shelter, utilities, board and room, or residential facilities: (e.g. Group Homes, Approved Homes, etc.)

A. Adult Allowance and Disability Allowance

1. Adult Allowance -- The allowance includes provision for food, clothing, personal, travel and household needs. It is provided to adults and over-age dependants.
2. Disability Allowance -- $40/month is provided to disabled adults who receive the adult allowance; $10 is provided to disabled adults who receive a board and room allowance of $270/month. See CH 3 SC D.

B. Individual Items of Need

While the full adult allowance is usually provided an individual item (food, clothing, personal, household) may be issued.

1. Food Allowance

i) Allowance for food only - provide the full adult allowance.

ii) Visiting Spouses - When a spouse who resides in an institution, group home, etc. stays temporarily with the client the adult allowance of $195 per month is prorated for the duration of the visit. (See CH 13 C3)

iii) **Purchase of Meals** - Clients residing in rooms without cooking facilities or where meals are not provided may receive an allowance to purchase meals at $10.00 per day. The personal living allowance is also provided.

For meals purchased away from home the rates are $3.50/day for breakfast, $4.75/day for dinner and $6.75/day for supper (based on a 30-day month).

Except for those in training programs away from home, clients and a required driver may receive an allowance for restaurant meals when traveling for medical appointments away from their community. (See CH 16 SC B 1)

iv) **Meals on Wheels** - The client's adult allowance is not reduced when receiving Meals on Wheels. These services are provided through Home Care. An allowance of $61.00/month/person is provided to pay the Home Care user fee and $75/month/person in Northern Health Districts. (See CH 16 SC I 1)

v) **Accommodation Away from Home -** Clients who are required to leave their community for medical appointments, when spouse/child(ren) are in hospital or receiving palliative care, appeal hearings, court appearances, job interviews, funeral, etc. may receive funds for the most reasonably priced accommodation, for meals (see CH B 1(iii)) and for travel (see CH 16 SC B).

2. Clothing Allowance

Allowance for clothing for adults only - $30.

3. Personal Living Allowance

An allowance of $85/month is provided to adults in hospital, care facilities (group homes, Family Homes, family shelters) and to clients residing in rooms without cooking facilities who receive an allowance for restaurant meals. Children receive $55/month.

4. Clothing/Household Advances

- Only clients who are expected to be in receipt of the adult allowance for a sufficient duration to recover the advance may receive an advance payment.
- An allowance of $240 may be granted in advance for up to six months or the actual amount of the need whichever amount is less.
- No further advance is provided until any outstanding amount is recovered.

- Advances may be granted for urgent household needs when the cost of major items cannot be met through the monthly allowance. (List of basic household items, see CH 16 SC E 2)
- An advance is used prior to providing funds for special household equipment except for circumstances listed in CH 16 SC E 1 & 2 .
- Child car seats are provided by advance when community resources are not available.
- See CH 16 SC A (special clothing), CH 16 SC E (household equipment) for special needs and advances.

Recovery:

- Advances are recovered using multiples of $40 for single clients and families.
- A lower recovery rate or deferral may be considered for those clients who move to room and board or level of care arrangements.
- No advance is provided when the recovery rate would exceed the monthly assistance provided.
- When the amount of assistance is less than the advance recovery rate, the advance recovery amount is monthly payment less $1.00.

C. Travel Allowance

Clients are expected to meet their normal travel costs, including license plates, from the adult allowance.

D. Shelter Allowances

Shelter for the full month in which eligibility is established may be provided if the shelter for that month has not been paid. Shelter costs are documented.

1. Shelter Rates

		Maximum Rate		
		Tier 1	**Tier 2**	**Tier 3/ Public Housing**
Single Employable		$210	$210	$210
Sharing	- one	$185	$185	$185
	- two	$160	$160	$160
	- three or more	$110	$110	$110
Room	- single	$150	$150	$150
	- childless couple	$300	$300	$300
Single Unemployable		$320	$300	$285
Family Size	- Childless Couple	$365	$345	$330
	- two	$385	$360	$345
	- three	$410	$380	$370
	- four	$440	$410	$390
	- five	$470	$435	$410
	- six or more	$500	$460	$435

Tier 1: *Regina, Saskatoon, (incl. Martensville, Warman), Prince Albert, Lloydminster, La Ronge, Yorkton, Melville, Weyburn, Estevan.*

Tier 2: *Moose Jaw, Swift Current, North Battleford/Battleford, Melfort, Nipawin, Fort Qu'Appelle, Kindersley, Rosetown, Humboldt, Dalmeny.*

Tier 3: *Towns and rural areas, local housing authority units.*

Security Deposit: *Guarantee available up to approved monthly shelter allowance*

2. Criteria for Allowing Excess Shelter - Supervisor's approval

- When a client who is receiving up to the maximum shelter allowance for a not fully employable person becomes employable an adjustment to the shelter allowance is effective 6 months following the change in status as long as he/she remains in the same residence.
- Clients require time to seek alternate accommodation. Excess shelter for the month circumstances changed and the month following may be provided.

- Clients must maintain two residences for a period of time because of medical treatment or participation in a training/employment opportunity in another location. The shelter allowance for the second residence cannot exceed the maximum shelter rate for the number of family members in this accommodation.
- Disabled clients with mobility problems are unable to locate suitable accommodation within the shelter maximum e.g. level entry, elevator, more space for wheelchair, etc.
- Clients present unusual or exceptional circumstances (medical, behavioral, family size 7+) which inhibits their ability to obtain accommodation.
- Clients have lived in the same residence for ten or more years and continued residence is important to their well-being. For home owners, additional funds may be provided for insurance (See CH 15 D5 below).

In the following situations, the shelter amount cannot exceed the maximum rate for the family size including the additional individuals.

- A spouse who usually resides in a care facility who stays periodically with the client (See B 1(ii) for visiting spouses).
- Clients who operate foster homes. The shelter rate includes the foster children.
- Clients who care for wards as Persons of Sufficient Interest or non-custodial parents who have regular visits with their child(ren).
- Family size is expected to change (newborn, child(ren) returning home) for 3 months prior to the change. When the family size decreases the shelter amount is not reduced until the client moves to another location. The appropriate shelter rate is then applied.
- Family members are temporarily absent because of employment, education, incarceration, in care through Family Services program, etc.

Excess shelter is not provided in public housing except for homeowner's insurance and if the client operates a foster home. The shelter amount is reduced when family size decreases (See CH 15 D6 below).

3. Clients who share accommodation

(i) Employable Single Clients & Childless Couples

When the above clients share accommodation with others the maximum shelter allowance is the actual share of the shelter cost up to the following:

$185.00 - sharing with 1 other unit*
$160.00 - sharing with 2 other units
$110.00 - sharing with 3 other units

*A unit is a single person or family whether they are on SAP or not. Individual members of families are not counted as separate units.

(ii) With the exception of (i) above, the share of the shelter cost cannot exceed the client's shelter maximum. A board and room allowance is provided if the clients sharing are not renters.

4. **Room Rental** - $150 for single clients, $300 for childless couples may be provided for sleeping accommodation which has no cooking or bathroom facilities. The rate includes utilities, except laundry. A landlord/agent may require a security deposit. If the accommodation has cooking or bathroom facilities the usual shelter rates are provided (See D 1). Room rates are not used when clients reside in hotels, hostels or the YM/YWCA or for families.

5. **Home Ownership**

Clients may use the shelter allowance for a mortgage on their primary residence. Allowances for mortgages for other purposes such as payment of debts or home renovations are not provided.

When property is held in joint title with the spouse, the client may be eligible for an amount not exceeding the maximum shelter rate for the family size.

When property is held in joint title with others the client's share may not exceed his/her actual share of the shelter cost (mortgage, taxes, property insurance and related cost) nor the maximum shelter allowance. See CH 19 I for assessment of direct mortgage payment.

The combined monthly costs of the initial purchase mortgage payment or loan for purchase of a trailer, interest, taxes, fire insurance, mortgage renewal fee, lot rental fee and condominium fees cannot exceed the shelter maximum for the family size unless excess shelter has been approved by the supervisor. (See D 2)

Agreements for Sale - situations where rental payments are applied to the purchase price of the property for a prescribed period of time. The seller retains the title until all the payments have been made or the client assumes the mortgage. The shelter rate can include charges such as property tax, house insurance and interest if included in the agreement as long as the amount does not exceed the maximum shelter allowance. Funds for repairs are not provided until the client holds the legal title of the property.

Property Taxes

An allowance equal to the amount of the current taxes owing is provided either on a monthly or annual basis. If eligible for SAP for less than a full calendar year, payment of taxes commences from the date of eligibility. The allowance is the amount actually paid by the client (including any discount).

For clients who live on the home quarter funds may be provided for the residential portion of the property tax. The remaining tax is considered an allowable expense in calculating farm income (see Appendix D).

For tax arrears see Chapter 16 O.

Property Insurance

An allowance is granted for the cost of insuring a dwelling owned by the client but not for the contents. If a client has an insurance policy covering dwelling and contents and the insurance company does not provide a cost breakdown 85% of the premium is provided. In the event of damage, the deductible is provided to repair or replace the dwelling. (See CH 16 SC L for repairs)

6. Public Housing

Shelter Rate for New Clients, Moves and Sharing Accommodation

For new clients and those moving to local housing authority units, the Tier 3 shelter rate applies immediately. When 2 clients share accommodation, the client eligible for the higher shelter rate receives the shelter allowance. The other client does not receive a shelter payment. When a client shares with a person not on assistance, the Tier 3 rate is provided to the client. Excess shelter rates are not provided. (See CH 15 D2 above)

The actual amount of rent is used to determine eligibility for Health Services only.

Security Deposit

Security deposits are not charged by the housing authorities. The housing authorities may request security deposits for other properties they manage. (See CH 9)

Mortgage Units

The shelter amount is the Tier 3 rate except where the PIT is lower than that amount. House insurance may be provided if the PIT is less than the Tier 3 rate or see CH 15 D 2 where the PIT is at the Tier 3 rate

Rent Geared to Income

When gross income from the following sources exceeds $700 per month, the client's rent/mortgage amount may be reduced by the housing authority using the Graduated Rent scale. The worker should refer these clients to the housing authority for a shelter adjustment. These clients will likely leave social assistance if their shelter charge is reduced.

Sources of income are as follows:
- earnings from employment/self-employment
- child/spousal support payments
- federal benefits - (OAS/GIS/SIP, CPP, War Veteran's Allowance, EI)
- retirement/foreign pensions
- training allowances
- income from annuities, investments, rental property

7. Other Shelter Arrangements

(i) When rent is reduced in exchange for caretaking duties and no wage is paid, the actual amount of rent charged is provided. No income is assessed since no wage is paid.

(ii) When shelter payments are made directly to a financial institution or landlord through a separation agreement, court order, divorce decree, or a private agreement no income is assessed. If the payment made is less than the maximum shelter rate a shelter allowance may be provided to make up the shortfall. (See CH 19 I)

(iii) Where the landlord is bankrupt, owes taxes, etc. and a third party (e.g. Canada Customs and Revenue Agency, municipality) demands payment rental benefits are made payable to the client. (See CH 8 SC B).

(iv) Clients who own or rent accommodation may rent portions of their premises to others, including clients. They are considered landlords and an appropriate income charge is assessed. (See CH 19 SC E).

(v) Placarded Housing

Landlords are not legally permitted to rent to new tenants after a dwelling has been placarded. Clients who continue to reside in such a dwelling may be required to pay rent as determined by the Office of the Rentalsman. They can also vacate immediately and seek compensation through the Rentalsman.

(vi) PST charges on hotel rooms rented on a monthly basis may be provided and are not considered part of the shelter allowance.

8. Rent Arrears While on Assistance

When clients accumulate rent arrears to the extent they are in danger of eviction an emergency advance may be provided to pay rent arrears if the client:

- is currently receiving social assistance; and
- received a shelter allowance for the period and at the residence where arrears accumulated; and
- continues to reside at the residence for which the rent arrears have accumulated; and
- the landlord confirms eviction is pending.

The payment is calculated only for months in which a shelter allowance was issued and in the amount issued for that need. The amount cannot exceed the budget deficit for each month of arrears.

Examples: Shelter allowance is $320. Actual rent is $500.

- Client is in arrears of $500 (one month). SAP payment for arrears is $320.
- Client is in arrears $1,000 (two months). SAP payment for arrears is $640.

- Client is in arrears $360 (two months). Client has paid amount issued by SAP. Payment for arrears is $0.

E. Utilities Allowances

Payment for utilities for the full month in which eligibility is established may be provided if the need exists. Utility allowances include usual charges as well as costs related to septic systems and garbage pick up where the municipality charges for service. No funds are provided for meter repairs.

The actual monthly cost for basic utilities in the client's name is provided through electronic billing (SP/SE), to the vendor or to the client upon receipt of a bill or confirmation from the utility company. (See 5. for exception) An allowance may be provided based on confirmed utility information (e.g. budget billing, minimum sewer charge). GST charges are included for clients who pay their own accounts.

Sharing - the actual cost of the client's share is provided.

1. Laundry

When clients require a laundry allowance to pay to use a washer and/or dryer the following rates are provided:

1 person -	$10/month
2 people -	$15/month
3 people -	$20/month
4 or more people -	$25/month

For special needs laundry see CH 16 SC J

2. Telephones - $30 is provided where telephone service is documented by a statement. No funds are provided for long distance charges, deposits or repairs.

For special needs telephone allowance see CH 16 SC D.

3. Water Heater - rental costs are provided to homeowners

Water Softener - rental costs are provided for homeowners and renters.

4. Service Connections

Charges for connecting or reconnecting services for utilities are issued as required. Deposits may be provided for approved moves. See CH 16 K .

5. Utilities Metered to Landlords

Allowances for utilities may be provided to the client for services contracted for by landlords, where:

- there are no more than four (4) separate rental units in the building;
- utility charges are included in the rental agreement;
- the meter for that utility is in the landlord's name; and,

- copies of the bills indicating the client's share of the costs are provided. The worker is not responsible for calculating the client's share of utility charges if the landlord or client submits a billing which includes charges for other tenants.

6. Equalized Payments Settle-up

The monthly utility payment is the same amount every month. There may be a month where the account is settled to determine whether there is a credit or debit.

- the equalized payment amount is considered the actual monthly utility charge
- the actual amount owing in the settle-up month is provided
- the amount owing is not used to adjust previous months equalized apyments
- where there is a credit carried froward from the settle-up month no payment is made until the credit amount is insufficient to cover the equalized payment amount

7. Utility Arrears (except for Sask Power/Sask Energy)

Bills which are outstanding prior to granting assistance may be paid as a special need in accordance with Regulation Section 27(4) 0.

8. Saskatchewan Power/Sask Energy Accounts (SP/SE)

- Arrears accumulated prior to the date of eligibility

No funds are granted for SP/SE arrears prior to eligibility except if the need exists in the month eligibility was determined. Upon request SP/SE will place the arrears into a 'deferred balance' where the amount will appear as a separate item on the bill and not be subject to the late payment charge. They will continue to attempt to collect the arrears through normal collection procedures.

No funds are provided for arrears accumulated while receiving PTA. SP/SE will not place these arrears into a "deferred balance".

- Unpaid accounts accumulated while in receipt of SAP.

When clients do not pay their accounts and are in danger of having service disconnected an emergency advance may be provided to pay outstanding charges including GST and late payment costs.

Clients who demonstrate an inability to manage by not paying their SP/SE account, are placed on trusteeship/direct payment.

- Cancellation/Settle-up

SP/SE is advised by Income Security, Central Office, when assistance is cancelled for those clients whose accounts were paid through direct payment so they can initiate recovery of the arrears from the client.

When assistance is cancelled and the utility allowance did not equal the actual charges a payment is made to SP/SE to cover the shortfall.

If the budget billing rate was higher than the actual charges a refund is made by SP/SE to the former client or to the department, as directed by the department.

9. Wood and Water Delivery

The actual cost for the delivery of firewood and water in rural areas is provided when required. If it is more economical clients may be provided actual mileage rates* to haul their own firewood or water. See CH 16 B for mileage rates.

F. Board and Room

For those who live with parents and have children, a board and room allowance (code FC) is provided for each adult. In other board and room arrangements the regulatory rates (code FA) are provided.

Excess rates (code FY) may be provided for an 18 year old who has received services through Family Services for one month following the completion of the current school year. The personal living allowance may also be provided (See SC B 3).

A utility allowance is not provided as board and room includes laundry, telephone and other utility needs.

A disability allowance of $10/month is provided to disabled adults who receive a board and room allowance of $270/month (See CH 3 SC E).

Residential Care Facilities

Any person who provides personal care and/or supervision to a person other than a relative requires a license under either *The Mental Health Services Act*, *The Residential Services Act*, or *The Personal Care Homes Act*.

1. Allowance for Level of Care and Group Homes

(i) **Approved Homes and Group Homes, Community Living Division (CLD)** - In determining eligibility for those under age 65 a rate of $410 is allowed for the fee. For those age 65 and older a rate of $765 is assessed. Additional funding is provided by Community Living Division. Personal living and other allowances are provided.

Any non-exempt income including the approved home and group home fee of $410 must be paid by the client. The client/trustee is advised in writing regarding the assessment and the amount the client must pay to the home. If the client is no longer eligible, the health coverage continues as a Health Services case. (See CH 16 R5)

(ii) **Approved Homes, Mental Health** - The following rates are paid on behalf of adult, disabled persons who receive care in private homes licensed under *The Mental Health Services Act*.

Approved Homes	Total
Supportive Level 1.0	$525/mo
Supportive Level 1.5	$627/mo
Supportive Level 2.0	$731/mo
Supportive Level 2.5	$888/mo
Supportive Level 3.0	$1,007/mo
Supportive Level 3.5	$1,168/mo
Supportive Level 4.0	$1,328/mo
Supportive Level 4.5	$1,489/mo
Supportive Level 5.0	$1,650/mo

(iii) **Personal Care Homes** - The following rates are paid on behalf of adult disabled persons who receive services in private homes licensed under *The Personal Care Homes Act*.

Rates - Level I $575 per month
Level II $731 per month
Level III $933 per month

(iv) **Family Homes (Non-Approved Homes)** - The following rates are paid on behalf of adult disabled persons living with their relatives. A relative is defined as a son, daughter, sister, brother, parent, aunt, uncle, great aunt, great uncle, grandparent, great-grandparent, cousin, nephew or niece. Foster parents are not considered relatives.

Rates - Level I $467 per month
Level II $606 per month
Level III $797 per month

(v) **Determining Level of Care**

a) Approved Homes and Group Homes

Care levels for those in Approved Homes are determined by Mental Health workers based on completion of the Daily Living Support Assessment form. A copy of the face sheet or a memo from the Mental Health worker should be on the file.

Payment: for the first 3 months is based on an estimate by the mental health worker of the client's support level minus .5. Following the assessment a payment increase is retroactive to the date of placement. Any decrease is effective the first day of the month following completion of the assessment. The established rate remains if a client moves from one approved home to another.

b) Personal Care and Family Homes

To determine a level of care a Medical Report/Assessment of Level of Care form SSS 1093 is completed by a physician. In disputed cases a second medical report is obtained and a further assessment made by the worker. Clients are advised of their right to appeal.

For permanent or temporary absences from Approved Homes, Personal Care Homes and Family Homes see CH 13 SC D .

2. Resident Charges for Special Care Homes/Hospitals

(i) **Special Care Homes** - Clients living in Special Care Homes as defined under *The Housing and Special Care Homes Act* are required to pay a resident charge as determined by Health. The resident charge is adjusted quarterly and changes are made automatically.

(ii) **Hospitals** - Clients in hospital who no longer require acute care are charged the special care home resident charge by the hospital. Level IV cases continue to be assessed at the special care home resident charge rate regardless of the length of time the client remains in hospital.

3. Facilities Providing Specialized Services

Ranch Ehrlo - Financial benefits are provided through Child and Family Services and CLD. Residents may be eligible for Health Services only (See CH 16 R 5).

4. Transients

Transients are those not currently receiving assistance in the province who do not intend to establish a permanent residence. (See CH 2 SC B 7)

Financial assistance and/or health services may be granted for up to four working days. (CH 16 SC R 2(ii))

Meals or Food - For groceries the adult allowance and the Special Allowance for Children is prorated for up to four days. Restaurant meals are provided if cooking facilities are not available. See CH 15 SC B1(iii) for meal rates.

Shelter - Accommodation is provided using the most economical resources such as accommodation at no cost with friends/relatives, hostels or hotels with light housekeeping facilities.

Travel Costs - Travel allowances may be provided for people to travel from one location to another by the most practical and economical means.

Repairs - Are only considered if the vehicle is in good working order and if the cost of the repair is the most economical method of transport.

Other - If emergency needs are required an allowance may be issued.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 27	**Special Needs Including Health Benefits**	**CH 16**

Intent

An allowance may be provided for certain items of special need. When eligibility for financial and/or health benefits is established clients are nominated for supplementary health coverage.

Policy

Approval is required for requests over $5,000 in a fiscal year - (April 1 - March 31) for items defined in Regulations Section 27 (4) E, G, L and S. Requests are forwarded to Income Security, Central Office, including client's name, case number, appropriate Regulation section, brief description of the need and cost, any amount issued for the same section in the fiscal year, alternatives considered and the worker's name. See Appendix G for approved levels.

A. Special Clothing

1. Medical items recommended by a physician, for example:
    - incontinence briefs/napkins except for those receiving palliative care,
    - corsets,
    - special brassieres and wigs (not covered through Cancer Society),
    - clothing necessary due to unusual weight change,
    - orthopedic shoes (not runners).
2. Actual costs required for training (e.g. uniform).
3. If the clothing supply is seriously depleted:
    - at the time of application,
    - as a result of a disaster, or
    - unusual wear
4. Maternity clothing - $150.
5. Layettes - $110/baby. This allowance is not provided where service groups provide layettes.

6. Graduation Clothing:

- Grade 8 - $75
- Grade 12 - $175
- For those who are on SAP in adult education programs (e.g. ABE, short skills courses) to participate in a formal graduation ceremony - $120.00.

A1. Special Food Allowance

An allowance for a special diet is provided on the basis of a physician's recommendation except:

- pregnancy is verified by a physician or health professional,
- lactation diet may be provided without medical verification.

The rates below are provided for commonly prescribed special diets where the expenses exceed normal food costs and the actual costs are not known. Actual costs may be provided for diets not listed and the expenses have been established by a dietitian/nutritionist. The special food allowance is provided:

- in addition to the adult allowance;
- to those who receive a basic or board and room allowance;
- to children with special dietary requirements.

When more than one diet is prescribed funds for the higher cost diet are provided.

Funds for special diets are not provided to those in group homes, treatment centres or those receiving level of care allowances except when tube feeding is required. For these clients the actual cost for tube feeding products minus $120 is provided.

1. Special Diets for those unable to eat:

The following deductions are made for infants, children and adults who require special products as they are unable to eat:

- **Child(ren)** - the actual cost of the special diet in excess of $70 per month is provided.
- **Adult** - the actual cost of the special diet in excess of $120 per month is provided in addition to the adult allowance.

2. Special Diets for those able to eat:

- Food supplements (e.g. Boost, Ensure) are enriched food products prescribed by a physician for a specific condition for a specific time limit (e.g. Crohn's disease, malabsorption problems, etc.). The actual verified cost is provided. Supplements are considered a diet.
- For those with HIV/AIDS the actual cost of bottled water is provided.

Special Diet Rates	Cost Per Month
Calories (all age groups) - for diabetes, reducing and modified fats (low cholesterol).	
1900 - 2499	$27
2500 - 2999	$42
3000 +	$75
Dialysis	$35
*Food Supplements - (see above)	actual cost
High Protein Diet - for acute conditions where the treatment is intensive and for a specified time period.	$53
Pregnancy	$42
Lactation	$48
HIV/AIDS (to include food supplements)	$140

A2. Northern Food Allowance

An allowance of $50/month/person is provided to clients north of the 54th parallel as well as Barthel, Cumberland House and Pemmican Portage (see Appendix H for the list of communities).

B. Travel Expenses

Clients are expected to meet their normal travel costs including the cost of license plates from the monthly adult allowance. Clients are expected to seek services from the location nearest their home. Travel costs are not provided for visits between non-custodial parents and children. Ambulance services and some other medically related transportation services are provided by Health. (See SC R 4)

Travel costs by the most practical and economical means are provided. When clients are eligible for an allowance for more than one reason costs for the most economical travel mode are provided (e.g. bus pass in urban centres).

Mileage rate (funds to cover gas, oil)

- 13 cents per kilometer for a private vehicle
- 18 cents per kilometer when a driver is required except when driving a member of the family unit.
  (1 mile = 1.6 kilometers)

Travel allowances are provided in the following circumstances:

1. Medical Purposes

Appointments and/or treatments for medical purposes are documented by an appointment card, health care receptionist's note, other health care professional's letter, or by a medical report (SSS 1092). Clients are expected to seek services from the location nearest their home community.

The allowance is assessed on the actual cost of bus fare, taxi or other modes of transportation. Where costs amount to more that $10 per month because of a chronic medical condition a monthly allowance based on average cost is established and reviewed periodically.

2. Travel needs due to disability

An allowance of $20 is provided to those who can travel to assist with transportation for household and personal activities. (See CH 3 SC D [illegible]).

Additional funds are provided when transportation is required for employment, education, and/or medical purposes - actual cost or mileage rate.

NOTE: Special rates may be approved by the director for transportation provided by private carriers for clients to attend sheltered workshops and activity centres.

3. Registered Indians

Registered Indians receive assistance for accommodation, sustenance and travel costs outside their community of residence from Health and Welfare Canada. Arrangements are made, in advance, by clients with federal officials. Local travel needs may be provided through Social Services.

4. Northern Travel

- **Social Services** - assesses eligibility and nominates for supplementary health coverage before medical trips can be authorized.
- **Health** - authorizes medical travel on the basis of eligibility for supplementary health.
- **Social Services** is responsible for health-related local transportation and all meals and/or accommodation costs required as part of the medical trip.
- **Health** is responsible for authorizing long distance travel which is related to a health need as well as subsequent transportation costs when it is an extension of the medical trip (e.g. taxis from airport to medical appointment). This responsibility extends to both outgoing and return long distance trips. This includes authorizing transportation by modes other than licensed commercial carriers when there is no other available alternative.

5. **To participate in training/employment or approved transition plan programs outside of the community of residence:**

   actual cost or mileage rate

6. **For parents attending training or approved transition plan programs who incur travel costs to take children to day care or babysitting:**

   actual cost or mileage rate* (parents and children). (See SC I 4)

7. **School transportation allowances for children attending elementary or secondary school when transportation is not provided by the school board:**

   - actual cost or mileage rate
   - for children who live more than one kilometer or eight blocks from school or the distance determined by school boards.

8. **Travel for special needs children aged 6 and under enrolled in a licensed child care facility:**

   for children who require these services as a result of medical, physical, social, emotional, developmental or language needs. Child Care Subsidy pays the parent portion of the costs. (See SC I 4)

9. **When families are not a resource travel allowances may be provided to: - Actual cost or mileage rate.**

   - Attend a job interview outside the community of residence within Saskatchewan where a similar opportunity does not exist within the community.
   - Accept confirmed employment/training program outside of the community of residence.
   - Participate in an approved transition plan (e.g. AA, counseling, support group sessions for abused persons or abusers, when Family Services child protection is not involved). For those in training see 16 H .
   - Attend a funeral service - Funds may be provided within or outside the province for a family member. Family member includes: a member of the nuclear family (spouse, children), grandchildren and the family who raised the client (parents, brothers, sisters, grandparents). The decision as to the number of family members who receive a travel allowance is based on case circumstances. A maximum amount up to $250 per family may be provided. The actual amount is provided if the costs are less. The rate includes travel, accommodation, meals and child care costs.
   - Visit family member with life threatening illness - Funds may be provided within or outside the province for a family member. Family member includes: a member of the nuclear family (spouse, children), grandchildren and the family who raised the client (parents, brothers, sisters, grandparents). The decision as

to the number of family members who receive a travel allowance is based on case circumstances. A maximum amount up to $250 per family may be provided. The actual amount is provided if the costs are less. The rate includes travel, accommodation, meals and child care costs.

- Attend a funeral service/serious medical condition of member of the family unit* - the actual cost of public transportation or the mileage rate whichever is most economical. For accommodation and meals see CH 15 D 7. For Child care see CH 16 I 4.
- Attend local or provincial appeal hearings, if requested.
- Attend legal aid clinics.
- Travel to or from family shelters.
- For children to visit with parent(s) as part of a family reunification plan (detention/treatment centres or residential care) where the visit takes place outside the community of residence and when Family Services child protection is not involved.
- Attend court appearances - criminal, Family Services, divorce, child custody/access.
- Initial visit with birth parents/biological son or daughter within the province.

* Family unit means a client and his/her dependants.

B1. Visiting Children's Allowance

This allowance may be provided when children visit a non-custodial parent who does not receive the CCTB/SCB, including situations where children are in care of the Minister and Family Services has applied for the Children's Special Allowance. The allowance of $160 per month per child is provided on a pro-rated basis. The visit must be at least 24 hours before the allowance is paid. For visits over 24 hours, the benefits are provided for each day even if the child(ren) stays a portion of a day. When the allowance is provided for more than 15 days/month for more than 2 consecutive months (except for summer holidays) the parent is required to apply for the CCTB. If not eligible for CCTB the allowance may be continued. No other needs are provided.

B2. Special Allowance for Children

This allowance may be provided on a pro-rated basis to assist with children's basic needs to a maximum of $160 per month per child. The allowance is provided for the following children:

- newborns
- youth returning from custody facilities to parents/caregivers

- children returning from foster care to parents/caregivers
- refugee families who do not qualify for federal CCTB payments
- Canadians returning from out of the country who are not receiving CCTB payments
- transient families

Parents/caregivers must apply for the children's benefits immediately.

The allowance is provided from the time the child is added to the file until the 20th of the month. If a child is added after the monthly Benefit Adjustment has been processed the allowance is provided until the 20th of the following month.

All other families (e.g. from out of province) requesting assistance for their children's basic needs may be assisted only by an emergency advance until the next CCTB or Benefit Adjustment payment.

This allowance is not provided to families with federal government overpayments being recovered by Canada Customs & Revenue Agency.

C. Special Care Allowance

$25.00 a month may be allowed for the purchase of outside work (e.g. snow removal, lawn care) necessary to maintain a home if the spouse or capable dependant is unable to perform the tasks. The allowance may be provided to renters as well as home owners.

C1. Approved Home Activity Allowance

An allowance of $25 per month may be provided to disabled clients who reside in approved private service homes which are licensed through *The Mental Health Services Act* or *The Residential Services Act* or in homes licensed through *The Personal Care Homes Act*.

D. Telephone Allowance for Disabled Clients

Special equipment may be provided by Sask Tel at no charge or at a discount rate with a physician's verification. When clients, including those in special care facilities, require special telephone equipment (e.g. voice amplification, speaker phone, etc.) which is not otherwise available, the actual cost is provided. Funds are not provided for telephone alert services (e.g. First Alert, Life Line).

E. Household Equipment, Furniture, Furnishings and Supplies

Clients are expected to provide for their household furnishings through the monthly adult allowance. The full advance is used for replacement items before providing additional funds with the exception of:

- the destruction of household furnishings as the result of a natural or man-made disaster. The insurance deductible may be provided if this is the most economical way to replace furnishings. (See CH 19 SC F 2).
- never having owned the furnishings and requires the item(s) due to:
  - increase in family size (e.g. purchase of crib, etc.).
  - move to unfurnished accommodation that is more suitable for the family's need if this is an appropriate plan.
  - household equipment necessary for medical reasons on the recommendation of a physician or health care provider (e.g. humidifiers, orthopedic mattresses, air filters). The client may approach the Kinsmen Foundation, Red Cross and service clubs for items the department does not provide.

The most economical means of meeting the family's needs is considered.

The following cost guidelines are used:

Basic Household Equipment and Supplies	Cost	Basic Furnishings	Cost
cleaning utensils	$15	beds	$250
cooking equipment	$80	chest of drawers	$110
curtains	$45	cribs	$210
dishes	$30	high chair	$60
linens	$75	kitchen table and chairs	$250
lamps	$45	sofa and chair	$350
		fridge	$540
		stove	$500
		washer	$450
		dryer	$320
		vacuum cleaner	$125
Delivery and taxes to be added			

- An additional 25% is allowed for communities served by the Buffalo Narrows and LaLoche offices and for the communities of Cumberland House, Creighton and Uranium City.
- Needs are assessed by home visit wherever possible. Estimates or receipts are not required when using cost guidelines. The item(s) requested and amount granted are recorded.

Advances/Special Needs

- An advance is the first resource when replacing or repairing household items (e.g.

fridge, stove, washer). See CH 15 SC B 4 for advances. A special needs allowance may be provided if the amount is not sufficient to cover the cost.

- Other than the advance no allowance may be provided to clients who have been on assistance for less than 12 consecutive months unless the need is urgent and is approved by the supervisor.

Repairs - Home Owners

- The household allowance is used for minor household repairs (furnace filters, tap and minor electrical repairs) if the cost is below $40.00. Amounts over $40 are provided as a special need under Section 27(4)L.
- Major repairs to the heating, plumbing and electrical systems are provided under Section 27(4)L of the Regulations. (See L).

F. Education Expenses for Children

1. An annual allowance is provided to cover expenses including supplies, school activity fees, textbooks, locker fees and gym clothing as follows:

For each child age 5	$ 50
For each child age 6 - 13	$ 85
For each child 14 and older	$130

The allowance is intended to meet all core educational expenses for the school year, including driver education. The school allowance is not pro-rated for those who apply after the beginning of the school year. Actual verified costs may be issued for Home Economics, Industrial Arts projects and/or for credit Physical Education classes.

Fees may be provided when attendance at summer school is necessary for children to complete a high school grade.

2. Tuition

Tuition fees are the responsibility of school boards.

G. Expenses Incidental to Commencing Employment

1. Work boots, special clothing, mandatory licenses (not including outstanding fines charged against licenses), fees or permits, Hepatitis B immunization and minor tools may be paid when essential to employment. Employers, including sheltered workshops, are required to provide protective equipment which they deem necessary to do the job.
2. Employment Supports:
   - An allowance of $40 is provided once per application to assist with the cost of:

- travel within the community of residence and/or incidental expenses to attend job interviews; and,
- travel to work within the community or residence, or travel required for work, until first pay.

- An allowance of $50 is provided once per application to assist with the cost of one month's vehicle registration where a vehicle is required for employment purposes (e.g. delivery, courier, etc. where the vehicle is used on the job).

G1. Security Deposits

Clients whose assistance is cancelled may request funds for a security deposit in an amount of one half of their approved shelter allowance. Payment is made to the client rather than the landlord.

H. Education and Training

The Department of Learning is the primary funding agent for training. Social assistance is not intended to supplement student loans or other funding sources or to replace student loans for those who default on their payments.

Student loans, Provincial Training Allowance (PTA), EAPD and Band funding are considered the primary sources of funding for training.

Clients enrolled in full or part-time Adult Basic Education (ABE), Short Skills Training (4 + weeks) and related courses are required to apply for the PTA.

1. Training Plan

A transition plan (see Appendix A) which involves training includes an assessment of:
- client strengths
- barriers to independence
- employment potential
- funding sources other than social assistance

The plan is documented on the chronological recording.

2. Allowances

a) Transition Training Allowance - An allowance may be provided to clients age 18 and over, including over-age dependants for costs associated with participation in an agreed upon transition plan. The transition plan is approved by the supervisor.

- An allowance of $20 ($15 rehabilitation allowance, $5 travel allowance) per month may be provided for participation in programs of up to 15 hours per week.
- An allowance of $40 ($30 rehabilitation allowance, $10 travel allowance) per

month may be provided for participation in programs of 16 hours or more per week.

The allowance is provided from the date the transition plan is approved or the month the program commences, whichever is later. The allowance is not prorated for attendance date of commencement or date of completion.

*For travel see CH 16 B 5&6

The Transition Training Allowance is provided as part of an approved transition plan to those who are:

1. a) awaiting PTA, student loans, Skills Training Benefit, and other funding sources;
   b) eligible to receive assistance to top up PTA;
2. involved in short term (less than 4 weeks) preemployment skills training;
3. independant adults enrolled in high school;
4. participating in training placements for a maximum of 6 weeks leading directly to jobs where the course is not approved for PTA, student loans or other education funding. The allowance may be provided for placements longer than 6 weeks with supervisor approval; or,
5. involved in structured, capacity building programs which prepare clients for further training or employment for a maximum of 12 months.
   - These programs do not include intermittent activities such as Alcoholics Anonymous, counselling, support group sessions, etc. (for these activities see CH 16 B 9)

b) Commencement of training allowance - an allowance of $150 may be provided when the client has an approved transition plan and is no longer eligible due to PTA/student loan or other education funding.

c) School supplies allowance for full-time attendance at high school for adults and dependant adults - $130.

d) Course related costs:

- Transcripts - Funds may be provided when transcripts are required for training programs.
- Deposits:
  - a letter on behalf of the client is sent to the SIAST registrar requesting delayed payment
  - deposits may be provided for other approved training
  - GED book deposit is provided to those who remain eligible; the commencement of training allowance may be provided for those who will no longer be eligible. No other costs are provided.
- Other costs such as criminal records checks, processing fees, Hepatitis B immunization may also be provided.

3. **Evaluation Programs** - Saskatchewan Abilities Council

   Referrals to the EAPD are made when clients meet the criteria of that program. EAPD does not provide training allowances for clients who attend short term (30 day or less) vocational assessments. EAPD pays the assessment fees and clients continue to receive assistance including travel.

4. **University Students** - See CH 4 .

5. **Part-time Training**

   Part-time enrollment is approved only when there is an impediment that prevents clients from full-time participation and the part-time program is necessary to obtain employment. Clients for whom part-time studies is an approved plan are not required to take student loans. If they do, the loan is considered income unless they repay the loan immediately. Students are responsible for repaying loans and no allowance is provided for loan payments or for tuition/books.

6. **In a training program when applying for SAP**

   An assessment is made to determine whether the training program will lead to independence. If the program would have been approved had the person been on assistance, the applicant is considered to be in training and eligibility assessed accordingly.

   If the program is one that would not have been approved assistance is provided only if the training activity does not impede the requirement to actively seek work and take employment. If the applicant is not employable the participation in a training program will not, of itself, indicate ineligibility for assistance. No assistance is granted for costs associated with the training.

I. Housekeeping and Child Care Allowance

Funds are not provided for members of the same family unit to provide service to each other (e.g. spouses, dependant children).

1. Home Support Services

   These services are provided for adults and children through Home Care at a maximum of $61.00/month/client and $75/month/client in Northern Health Districts (see Appendix H) regardless of the number of services provided. Payment for services is made to the client. Payment is not provided for clients in board and room or where a level of care allowance is provided.

2. Attendant Care

   Clients who require attendant care services are referred to the Health District to receive available services through Home Care. Where this has already been approved assistance payments for attendant care are continued. These cases

should be discussed with Home Care at the time of annual review to determine whether they can provide some or all of the required services.

3 . Day Care/Respite

Funds may be provided for adults who have a residence and are not already receiving an allowance for special care (level of care), to attend an adult day care centre or respite facility. No funds are provided for children's respite.

4. Child Care

No funds are provided when family/friends do not charge for services or Family Services child protection is involved.

Payment is made to the parents for the care of their children. In licensed facilities, the parent portion of the cost as well as any required deposits is provided.

Payment for babysitting costs is based on rates established in the community or at a lesser rate negotiated with the babysitter.

Child care subsidy pays the parent portion of the cost for preschool children who require these services as a result of special needs unless the parent is eligible for a child care allowance under the provisions below.

Funds may be provided in the following circumstances :

- for participation in an approved plan (e.g. AA, support group sessions, counselling when Family Services child protection is not involved)
- when a parent due to illness or disability is unable to care for a child(ren)
- when a child is hospitalized and there are children at home
- as long as a parent(s) is employed or in training
- when a parent is required to seek employment
- when a parent attends the Fine Option program
- when required for reasons outlined in SC B 9 ;)non-continuous travel.

A reconciliation using receipts is completed at least every 2 months. If the client is not making the payments, trusteeship may be considered.

5. Pre School

Funds are not provided unless the pre-school is used for child care while the parent is in training or is employed.

6. Active Child Protection Cases

Allowances are not provided for family support services that are funded through Family Services.

J. Laundry Service

When a medical condition causes unusual laundry requirements actual laundry costs may be provided.

K. Moving Costs

Estimates and receipts are required if the cost will exceed $150. All moving costs are approved prior to clients' moving for the following reasons:

- for medical purposes
- for employment, education/training purposes
- when moving to more adequate housing
- for safety reasons
- when the rental property is no longer available or is sold.

Subsidized Housing - When clients move from one unit to another, a transfer fee may be provided if required.

In-Province - Moving expenses are provided only once a year when moving to more adequate housing and once every two years for eviction.

Out of Province - The supervisor's approval is required when a client wishes to move or return to another province. Contact is made with the other province to obtain agreement if the client will require financial assistance. (Some provinces do not require prior notification.) The client's name, dependants and relevant circumstances regarding the move are provided.

Clients may move on their own without the other province's agreement.

Assistance for moving basic household belongings may be provided. Other costs such as meals and accommodation may also be provided.
See CH 15 SC B 1(iii).

Moves to Saskatchewan - Social Services will not accept responsibility for moving costs. Clients may move without the department's agreement. For eligibility of those who have received assistance from another province/Indian Band see CH 2 SC B 2.

L. Repairs to Property

(See SC E for minor repairs)

Funds may be issued for health and safety related needs to long term clients (on assistance for 12 consecutive months) who are owners. Estimates are required if the cost exceeds $500. An exception to this time period may be made when emergency home repairs are required (e.g. furnace). The market value and the client's equity in

the home are important considerations. Those purchasing through an agreement for sale are not eligible for repair funding (See CH 15 SC D 5).

Sask Housing administers a home repair program as well as a home modification program for disabled persons and seniors. The Residential Rehabilitation Assistance Program (RRAP) is available for those with limited income to assist with home repairs.

O. Back Bills

Shelter and utilities (including fuel) except Sask. Power/Sask Energy accounts accumulated prior to application for SAP may be paid only if the health and safety of the client is threatened and if the unpaid arrears were a result of lack of funds in the past. Minimal amounts to prevent eviction or to ensure continuance of service may be provided. (See CH 15 SC E).

Based on notification from the Provincial Mediation Board tax arrears accumulated prior to application may be provided.

Factors to be considered include:

- the cause of arrears
- the amount of arrears
- the value of the property
- the equity of the property
- the suitability of the accommodation
- the length of time the client has lived in the property
- the client's age
- the client's long term plan.

For property taxes see 15 D 5 .

P. Funeral Expenses

1. Funeral Arrangements

In the absence of next of kin, a relative, other responsible person, or the funeral director may make the funeral arrangements.

2. Application

An application should be made before arrangements are completed but not later than three months from the date of burial. This time period may be extended with the supervisor's approval. For those not on SAP, application form (SSS 1244) is completed when a friend, relative or funeral director applies on behalf of the deceased.

3. Eligibility

All liquid assets which are readily accessible (bank accounts, bonds, GIC's etc.) are

considered a resource except for the Canada Pension Plan (CPP) Death Benefit and the last Old Age Security (OAS), Guaranteed Income Supplement (GIS). The Public Trustee applies for the CPP, OAS, and GIS on behalf of the department (See SC P 6 Payment Process).

In the case of a dependant the families' resources are considered. For veterans funds through the federal department of Veterans Affairs (Last Post) may be available.

The application is denied if:

- assets are readily available
- assets are sufficient to cover a reasonable funeral cost at non-assistance rates.
- the funeral costs have already been paid.
- the client had a discretionary trust.

In instances where there is no next of kin or will, inquiries should be referred to the Public Trustee.

Funds provided by a relative other than the surviving spouse or parent of a deceased child for funeral expenses, for a tombstone, or a more expensive casket are not considered a resource.

For incidental funeral expenses for families' on SAP see SC S.

4. Rate Schedule for Funeral Expenses

	Burial	Cremation
Services		
Adult	$1,260	$1,260
Child under 2	$1,163	$1,163
Casket (including Freight, no tax)		
Adult	$326	$326
Child under 2	$127	$127
Hermetically sealed or oversize	Actual cost	
Crematory charges		Actual cost
Urn (if no casket)		$115
Cremation container (transport deceased to crematorium)		$80

Grave Liner
Vault, rough box, maintenance dome - Actual Cost

Graves - Opening & Closing - Actual cost, not including overtime charges.

(The Cemeteries Act requires municipalities to provide plots for indigent people at no cost.)

*In many instances there is no charge for funerals for premature births

Transportation
For hearse and one other vehicle - $0.61/km
Regina/Saskatoon per service - $ 29.00
Outside city limits - $0.61/km
To nearest crematorium if none in the community - $0.61/km

5. Transportation of the Deceased Person

The family is a resource for transportation costs. Transportation is limited to the boundaries of the province except for Flin Flon and Lloydminster. Transportation costs for a funeral and burial to a location other than the place of death may be provided with prior approval. Costs to transport the deceased to a location other than that of the funeral, for burial, are not provided.

When autopsies are ordered by the Coroner all costs for transporting and returning the remains are covered by the Coroner's office. Charges for autopsies requested by the next of kin are not provided through social assistance.

6. Payment Process

All payments for funerals are made to the funeral director.

The Public Trustee as Official Administrator handles all cases where the OAS, GIS and CPP are the only resources.

The Public Trustee applies, on behalf of the department, for final payments for the month in which the person died including the CPP Death Benefit. These resources are not deducted from the amount paid to the funeral director. The following information is provided to the Public Trustee by email:

- name of deceased
- SIN
- birthdate
- last address
- marital status
- date of death

Follow up the email with a letter (Smartmaster 4010 - in duplicate) asking the Public Trustee to claim the final OAS, GIS, CPP Death Benefit and SGI payment.

Financial Services Branch, Revenue Unit receives the death benefits and considers them a refund to the department.

Q. Advocates

Clients may have a person of their choice from their area represent them at Social Services and Rentalsman appeal hearings. At their request $45 may be paid for an advocate other than a spouse, dependant child or funded agency. Payments are made

to the client or trustee.

For Rentalsman hearings payment may be made for one hearing concerning a security deposit matter. Payment form is available from the Rentalsman office. For Social Services hearings the fee is paid for one hearing unless a further hearing is ordered by the Chairperson.

Travel and meals may be provided at government rates for Social Services hearings.

R. Health Benefits

Universal Insured Services (no nomination made)

Benefits are available to all Saskatchewan residents under Hospital and Physician Services, the Hearing Aid Plan, the Saskatchewan Prescription Drug Plan (Special Support Program) and the Saskatchewan Aids to Independent Living (SAIL) program. As a first resource, clients are referred to the Special Support Program at Health if they have high cost medication needs as a first resource. Information and applications are available at all pharmacies.

For a summary of benefits for SAP, SIP and Family Health Benefit clients see Appendix C.

1. Supplementary Health Services

Clients may be nominated for supplementary health benefits which are administered by the Health department. **Assistance cannot be provided for health-related costs unless specifically indicated in this section.** When fees are part of Health's co-payment charges clients are expected to pay this cost from their own resources. Registered Indians receive supplementary health benefits through Health Canada.

Supplementary health services are available to clients through Health, Special Assistance Programs. Supplementary health cards are issued quarterly - January 1, April 1, July 1, September 1. Commitments should not be made on behalf of Health. Clients or vendors who have questions about eligibility for glasses, dentures, etc., should contact Health directly.

The following services are provided: dental, optical, oxygen, hearing aids, chiropractic, drugs, medical supplies and appliances and ambulance.

Vendors must request prior approval from Health to provide some of the supplementary health services.

(i) Dental Services

Dental benefits for fully employable clients are restricted for six months. There is no restricted period for clients assessed as "not fully employable".

(ii) Drugs

Clients should request their physicians to ensure that prescribed drugs are on the formulary so they benefit from all available coverage,

Plan 1

The dispensing fee for prescriptions for clients with this coverage is $2.00. This cost is not provided through social assistance. Except for those who are nominated for Plan 2 and 3 coverage all other clients including those who reside in Family Homes, Personal Care Homes, hospitals, Level IV clients in Level IV facilities are nominated for Plan 1.

Plan 2

- Transients may be nominated for Plan 2.
- Those under 18 years of age receive this coverage from Health automatically.
- Those with high drug costs may qualify for Plan 2 coverage. The request to the Drug Plan may be made by the client, physician or other health professional.

Plan 3

Clients nominated include residents of:

- Approved Homes
- Addiction Treatment Centres
- Community Living group homes
- Special Care Homes where the resident receives SAP or SIP

2. Nomination for Supplementary Health Services

Applicants eligible for financial benefits must be nominated for supplementary health benefits except for Registered Indians who receive coverage through Health Canada. For non-registered people living on reserves application form (SSS 1115) is used to nominate for coverage. See Section 5 Health Services Only Eligibility

If it is anticipated that clients will be on assistance for less than three months a health expiry date is determined anticipating the time they are expected to be in receipt of financial benefits. Where it is expected that the clients will require assistance for three months or more no health expiry date is required.

(i) Temporary Health Coverage

A temporary health form (THC SSS 1117) may be issued in cases where an emergency health problem exists and treatment (drugs, etc.) is required immediately.

Procedures:

- The appropriate form is completed.
- An electronic nomination must be processed after a THC form is completed.
- A THC may only be issued for a maximum of 14 days for Plan 1 or 2.

- Effective and cancellation dates must be on the THC

Vendors may not be reimbursed for services provided if the electronic nomination is not made or there are errors on the THC form.

(ii) Other Health Nominations

- Registered Indians are not nominated for health benefits since they retain their Indian health coverage administered by Health and Welfare, Canada whether on or off reserve. Family members who are not Registered Indians are not included in the Indian health coverage and may be nominated for health coverage using SSS 1115 See Section 5.
- An 18 year old who is part of an eligible family is nominated for benefits as a dependant of the family in the usual manner. Supplementary Health benefits will be cancelled automatically when the person reaches age 19. If requested by the worker Health will retain the dependant on the supplementary health coverage as long as the dependant is on the family budget.
- Clients in receipt of the Saskatchewan Income Plan, not on assistance, who reside in special care homes - Administrators of Special Care Homes forward nominations directly to Saskatchewan Income Plan 1920 Broad St. Regina, Sask, S4P 3V6 - toll free inquiries 1-800-667-7161 or Regina 787-2681.
- Transients - If an urgent medical need exists the Transient Aid application form (SSS 1113) is completed. The client is nominated for Plan 2 Supplementary Health coverage on a temporary health coverage form (SSS 1117.) Coverage is issued for up to four working days.
- Refugee - The federal government provides health coverage for one year or until the refugee finds full-time employment whichever is sooner. Clients who have not been granted refugee status may only be nominated for short-term closed coverage for a specific time period (number of days) to cover a serious/medical emergency. Before providing any coverage clients should be referred to CIC for services. Refugee claimants may receive health coverage through CIC.
- Those on Parole/Persons Residing in community Training Residences (CTR) are not nominated for supplementary health benefits. Coverage is provided by the Justice Department. Those on parole and persons released from a provincial correctional centre are nominated for supplementary health benefits, Plan 1, except for those in CTRs.
- Supplementary health benefits are converted to Plan 11 to the end of the training period for those on social assistance moving to PTA. Plan 10 benefits are extended to the end of the placement for those placed in Career and Employment Services employment programs.

3. Payment for Non-Formulary Drugs

The physician contacts the Drug Plan for approval of Special Drug authorization. If

approved for payment Drug Plan officials will inform the physician and client. The pharmacy bills the Special Assistance Program (Health). If not approved for special drug authorization no funds are provided by either Health or Social Services.

Assistance may be available through the Drug Plan, Special Support Program for those who incur high monthly drug costs. Information may be obtained by calling the Drug Plan at 1-800-667-7581 (toll free).

4. Out-of-Province/Country Health Services

Whenever health services outside the province are required the need is confirmed by the referring physician or cancer clinic. When health services outside of Canada are required confirmation must be obtained from Health (Out of Country Committee). Upon confirmation assistance may be provided for related needs (e.g. travel, sustenance and/or accommodation). Social Services does not make payments for any medical or hospital charges.

5. Health Services Only Eligibility Including Non-registered Indians Living on Reserves

See Appendix C for a summary of health benefits for SAP, SIP and Family Health Benefit clients.

Family Health Benefits are provided to those who receive benefits from the Saskatchewan Employment Supplement, the Saskatchewan Child Benefit and the Benefit Adjustment.

An assessment for health services only is completed for those in Approved Homes or group homes (CLD) with income of $410 or greater. (See CH 15 F1 (i))

For those not eligible for financial benefits, assessment for health benefits is calculated for a 12 month period using the Health Services Assessment form (SSS 1089). Allowable assistance rates are used for basic and special needs. Annual utilities and medical travel costs are considered. Financial benefits are not issued.

A review of circumstances is completed annually and an assessment of eligibility for the upcoming year completed to determine whether the client is eligible for further health coverage. (See CH 11 Annual Reviews)

For non-registered people living on reserve, application SSS 1115 is used. For the annual review, documentation from the Band confirms the client continues to receive assistance in the same family.

6. Cancellation of Supplementary Health Benefits

An assessment is completed to determine if there is any eligibility for ongoing supplementary health benefits before the benefits are cancelled (see above for Health Services Only). See CH 16 R2(ii) for those in employment programs.

7. Emergency Health Services

If a client has urgent medical needs an application (SSS 1058) may be made by a hospital, physician or other provider of health services. If not received within 14 days of the date of the urgent medical need the date of the application is the date it is received in the office.

An application form (SSS 1001) is completed to establish eligibility for health coverage.

S. Miscellaneous

This section is not to be used for granting items such as organization fees, weight control programs, music lessons, health/medical items not covered by the Health Department, etc.

An allowance may be provided for:

- Equipment/services for those who are hearing impaired: master alert, door beacon, shake awake alarm, interpreter fees.
- Bank Searches and Financial Audits
  The department pays for service charges incurred in obtaining necessary financial records and conducting audits. There may be cases where an extensive audit is required to determine eligibility.
- Certified Copies of Maintenance Orders
  Payment may be provided to obtain certified copies of maintenance orders granted in other provinces or countries. There is no charge for maintenance orders from Saskatchewan.
- Wheelchairs/Scooters - repairs
  Funds may be provided for reasonable repairs for equipment clients own if Sask Aids for Independent Living (Health) is not a resource.
- Medic - Alert Bracelets and related costs (e.g. registration) as recommended by a physician (SSS 1092).
- House Locks - Where safety is a concern funds may be provided whether or not the accommodation is owned or rented.
- DNA Blood Testing
  Funds may be provided for costs associated with testing required to determine paternity. Testing must be recommended by a lawyer. Whether payment is made is also based on the likelihood of the respondent being a viable financial resource and the potential for successful enforcement of a maintenance order. The department will make payment for testing of the client and child only, not the respondent. Payment may be made in advance, if requested.

- Identification
  Funds may be provided to obtain documents necessary to obtain a Social Insurance card or to replace it or to purchase documents required for the purposes of applying for other financial benefits.
- Incidental Funeral Expenses
  An allowance of $100 may be provided to the head of the family or surviving spouse who receives benefits for incidental funeral expenses when a member of the family unit dies (family members on social assistance file).
- Crutches - Funds may be provided in emergency situations.
- Fumigation - If the client is responsible, funds may be provided if this is a more economical alternative to replacing essential furniture items. If the client claims no responsibility, he/she contacts the landlord and requests fumigation. If refused, the client contacts the Public Health regarding a fumigation order. If that fails, the client may apply for an emergency order through the Office of the Rentalsman.
- Storage
  Funds may be provided on a short-term basis when clients are unable to move furnishings immediately in such circumstances as:
  - leaves an abusive relationship.
  - new accommodation is not available when anticipated.
  - short-term admission for health care.
- Seeing Eye Dog Food - Funds may be provided if there are no other resources.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 27A	**Welfare Services**	**CH 17**

Intent

To provide, purchase or underwrite the costs of necessary welfare services. Welfare services are those where the objective is to lessen, remove or prevent the causes and effects of dependence on financial assistance. Funds may include grants for community services.

Policy

Counselling and referral services not provided by the department may be purchased from private organizations on a fee-for-service basis when authorized by policy.

Establishing Welfare Services:

All requests to fund new services or increase rates must be forwarded to the Executive Director of Income Security with an analysis of:

1. The need for the service (e.g. how is this need currently met in the region, the disadvantages of the present arrangements).
2. Potential take-up - how many clients are expected to use the service?
3. Impact on existing services (e.g. will it reduce demand on other contracted services or the services provided by other governmental agencies?).
4. The cost of the service on a unit basis and an annual basis.
5. Potential offsets (e.g. will this service replace an existing service? If so, what would the existing service cost?).
6. Any other relevant factors.

The decision on whether the service is purchased and at what price is then confirmed through a policy statement.

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	Subject:	
Saskatchewan Assistance Regulations Section 28	Determining Financial Resources - Exemptions	CH 10

Intent

In determining financial resources available to clients all income and assets must be assessed.

Policy

All income and assets are included in the calculation of financial resources unless they are exempt. Exempt resources remain exempt when converted to another type of asset (e.g. purchase car with personal injury settlement). For verification and documentation of income, see Appendix J. Overpayment recoveries from benefits such as CPP, EI, income tax refunds are not made through garnishees and are not considered an allowable deduction. Clients are expected to contact the source to make suitable recovery arrangements.

A. Income Exemption

1. Wages

   Income from wages is reduced by the amount of the exemption prior to calculating the budget deficit or surplus.

   Fully-employable clients including dependants applying in their own right are not entitled to an earnings exemption for the first three months. If they were receiving benefits within the previous three months but did not qualify for an earnings exemption, each month or portion thereof is considered one full month on assistance for purposes of determining the earnings exemption.

   If they are eligible for the earnings exemption, left assistance and reapplied, they are eligible for the earnings exemption three months from the date of the new application.

   Not fully-employable clients are entitled to an earnings exemption from the date of eligibility.

Unless employed on a full time basis those clients who reside in family shelters and safe houses are not considered employable and are eligible for the wage exemption from the date of admission.

Calculating the Wage Exemption

The wage exemption is based on family size, disability status, and the amount of income.

Clients who are not disabled

Families	$125
Single	$25 + 20% of the remaining amount = Maximum $100.00
Childless Couple	$50 + 20% of the remaining amount = Maximum $175.00

Disabled Clients

Families	$200.00
Single	$100 + 20% of the remaining amount = Maximum $175.00
Childless Couple	$125 + 20% of the remaining amount = Maximum $250.00

2. Work Assessment - Employment Assistance for Persons with Disabilities (EAPD)

Income received for the one month work assessment is considered wages, not a training allowance. Clients receive the wage exemption.

3. Trusteeship Fees, Advocate Fees and Honoraria

Income paid by the department for these activities is exempt. The wage exemption is applied to honoraria paid by other sources.

4. Clients who provide level of care services

The first $300.00 of the monthly payment is assessed as room and board income (25% of $300.00 = $75.00). This amount is not part of the earnings exemption. Amounts in excess of $300.00 are related to level of care services and are considered wages subject to the wage exemption provided under Section 28(2)(d) of the Regulations.

5. Exemption for dependant school children

The wages of dependant school children are exempt whether they are earned during the school year or summer holidays. Dependant school children living at home remain part of the family unit.

For children who have income from farm stock the earnings are exempt where it is established that the child owned the stock and the income was generated from this source.

6. Disabled Entrepreneurs - clients who receive income from home-based enterprises operated out of their home.

These clients receive an earnings exemption on their net income (amount of income remaining after deducting expenses) when all of the following conditions are met:

- low income;
- operated by the client who is disabled; and
- minimal financial investment in the enterprise.

B. Cash and Liquid Asset Exemption

The maximum potential cash and liquid asset exemption is established in Regulation Section 28(2). Other income exemptions are provided in addition to the cash and liquid exemption. See CH 19 and 20.

The exemption is the amount of the client's **actual** cash & liquid assets up to the maximum at the time of application. (See CH 19 SC B).

Example:

Family Size	= 3 persons
Maximum potential exemption	= $3,500
Actual cash and liquid assets	= $2,500
Actual cash and liquid asset exemption	= $2,500

A cash and liquid asset exemption is allowed only once on any one application. When a client is allowed the maximum exemption at the time of application, uses these assets and later acquires other non-exempt assets no further exemption is allowed.

If the market value of real or personal property does not exceed the cash and liquid asset exemption the asset may be retained with the supervisor's approval.

C. Other Exemptions

These exemptions are over and above the cash and liquid asset exemption. See SC B and Appendix B .

Saskatchewan Pension Plan (SPP)

The SPP is not considered a financial resource to clients until age 65. Clients are required to explore other early retirement options (e.g. CPP, early retirement benefits).

Adult social assistance clients may contribute up to $50 per month to a maximum of $600 per year of non-exempt wages or other earned income to the SPP. In two-adult families, the maximum contribution is $100 per month ($1,200 per year), even if only one adult has earnings.

Clients may contribute to the SPP from any exempt source of income, including SAP, at any time. Funds withdrawn from the SPP are exempt as long as they are retained for retirement purposes (e.g. placed in another long-term investment). For other exemptions authorized through Minister's Order see Appendix B.

For other exemptions authorized through Minister's Orders, see Appendix B .

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 29 A	**Income**	**CH 19**

Intent

Financial resources of the client include the income and the assets of all members of the family unit. All income not exempt under Regulations Section 28 or 29 or in Policy Manual Chapters 18, 19 and 20, is deducted when assessing eligibility. Examples include Workers' Compensation benefits, Employment Insurance benefits, training allowances, pensions, and maintenance payments.

A. Income

Income is:

- recurring funds such as wages, pensions, maintenance payments, annuity payments.
- lump sum and/or retroactive payments such as pensions (OAS, CPP), maintenance payments under a separation/divorce order or agreement, donation from a benevolent organization, gifts.

B. Income Assessment

1. Income received during the month is included in the budget calculation for the following month. If the income from the previous month exceeds the current month's budget deficit, no assistance is issued. Any remaining surplus is applied to the following month's entitlement. If no assistance is provided for 60 days, the case may be closed (See CH 13 F).
2. A cheque stub or written statement is required to document income. See CH 3 C for client consent to contact employer.
3. Garnisheed Income - For new clients and those who reapply assistance may be provided for up to 60 days, excluding the garnisheed amount, to enable clients to take action through the Maintenance Enforcement Office or Queen's Bench to obtain relief from a garnishment order. Assistance beyond 60 days is provided if action has been commenced and/or there are delays beyond the client's control.

4. Orderly Payment of Debt obligations are not considered an allowable deduction or expense.

5. At application - Where income is expected later in the month and the client is unable to meet immediate needs assistance is provided to the end of the month. The actual income is deducted in the following month.

6. Disposal of Income

   The following factors are considered: amount of income, date received, sources, expenditures.

- Prior to Application

  Recurring income, except for children's benefits, received within 30 days prior to application is verified. Lump sum and/or other retroactive payments received within two years prior to application are reviewed.

  The cash and liquid asset exemption including cash on hand is allowed (See 18 SC B). Appropriate expenditures are determined based on the client's usual living expenses at the time the income was received.

- After Application

  Money used to purchase items which would have been provided through assistance is considered appropriate. If the expenditures were inappropriate money must be recovered when possible. Any remaining surplus income is applied to the following month's entitlement and the benefit is reduced by the amount of the surplus.

  If the surplus is greater than the following month's entitlement, there is no further eligibility. Clients are advised in writing as to the length of time the income is to meet their needs as well as a detailed explanation regarding the assessment. Should the client apply for assistance prior to the specified time period the disposal of income is reviewed. Exemptions are considered only if the client has the funds when reapplying.

7. Calculating Period of Self Support

   If the client has not received assistance for more than 30 days the cash and liquid asset exemption is permitted. (See CH 18 SC B)

   The length of time the client should be self-supporting is calculated as follows:
   - The monthly basic and special needs to which the client would be eligible with no income, PLUS
   - 15% of the total from 1 MINUS
   - Income (other than lump sum amount) PLUS
   - Costs related to medical requirements (drug, dental, glasses, etc.)

C. Employment Insurance Benefits (EI)

Regular, sickness, and maternity benefits may be assigned to the department. Assignments are taken for applicants who will not be eligible for assistance after EI benefits are received.

When clients would require assistance to supplement income from EI Assignments are not taken.

D. Self-Employment Income

1. Small Business

Families with income over $125/month must apply for the Saskatchewan Employment Supplement.

(i) Definition

Small business is defined as an operation where products are sold or purchased or inventory is maintained. Included are commissioned sales agents (vacuum cleaner salesmen), tradesmen, hairdressers, and persons operating a practice (e.g. reflexologists, masseuses). Also included are those who are owner/operators of businesses such as taxi/tow truck operators. (See CH 18 A 7 for disabled entrepreneurs)

Income generated from the enterprise is expected to generate a viable income level within a 6 month time period. This period may be extended by a further 6 months. All cases are approved by the supervisor.

Disabled entrepreneurs as defined in CH 18 A 7 are not considered a small business.

(ii) Requirements

Those who are self-employed may receive benefits to meet basic living costs. They must have a business plan and establish a record of income and expenses within 30 days. Assistance cannot be issued for operating costs or to add to the value of the business.

(iii) Income

Net income from self-employment is available for basic living needs rather than being reinvested in the operation. Net income is determined by calculating the gross income and subtracting the allowable expenses. See Appendix E for allowable expenses. Income is assessed on a tax (calendar) year. The previous year's income divided by 12 months is used as an estimate of monthly income. The Monthly Income and Expense Report SSS 1214 is used to adjust the average.

If the client is not eligible using the net income from the preceding tax year, or the income has dropped significantly, and there is not sufficient income to meet present living expenses eligibility is assessed using current income in accordance with Regulation Section 14 (2) (cash flow). For cash flow assessment see App D SC E

Self-employed clients claim expenses and are not eligible for an earnings exemption.

2. Farming (any holding which generates income)

Families with income over $125/month must apply for the Saskatchewan Employment Supplement.

(i) Persons who own and/or operate farms

Benefits cannot be issued for operating costs or to add to the value of the farm. Net income from the previous year's operation divided by 12 months is used to determine current entitlement. A reconciliation of actual income and expenses is completed at least every 12 months.

If an applicant is not eligible using the net income from the preceding year, or the income has dropped significantly, and there is not sufficient income available to meet present living expenses eligibility is assessed using current income in accordance with Regulation Section 14 (2) (cash flow). For cash flow assessment see App E SC F

(ii) Farm operators who are not owners

Farm operators who rent under a crop share or other contractual arrangement with the landowner may be considered employable. Depending on the amount of farm work required they are subject to the same expectations as other employable clients and may be required to seek employment.

iii) Farm owners who do not operate the farm

- owners are not considered farmers if they do not reside on or operate the farm.
- eligibility, entitlement and expectations are based on employment status.
- the usual expectation for disposing of assets is applied. The home quarter is not exempt. See CH 20 SC D

For information outlining income calculation and completion of the Farm Income Report see Appendix D.

E. Income from Board and Room, Suite and House

Income is charged as follows for clients who have rental income:

Boarders/roomers

- Clients are not charged with board and room income from their sons/daughters who are participating in education programs.
- Where board and room income is received from a client it is assessed based on the landlord's declaration of the amount paid not the amount of assistance issued.

House rental - Mortgage payments and reasonable expenses are deducted from the tenant's monthly payment. The remaining amount is considered income.

A mortgage payment on a single dwelling is only allowed as an expense for a short period of time to provide an opportunity to realize on the asset. Allowing the mortgage payment prevents foreclosure and protects the equity in the asset.

F. Income from Insurance Settlements

1. Personal Loss/Injury Settlements (e.g. compensation for pain, injury, permanent impairment, etc.). Lump sum payments made by insurance companies, Workers' Compensation Board and Crimes Compensation Board are exempt up to $10,000 per claim per person. All other payments are assessed as income unless exempt under Regulation 28(2)(bb),(cc).
2. Fire, theft or property loss settlements - Payments for loss of essential item(s) are not assessed as income if the total payment is used to replace or repair the lost item(s) within 4 months from the date the payment is received. Any money remaining from the settlement after the 4 month period is assessed as income.
3. Life insurance settlements - All payments are considered income. No exemption is available.

G. Interest as Income

Interest income in excess of $100/year received from bank accounts, bonds, saving certificates or any interest bearing financial asset is considered a financial resource.

H. Income Tax Refunds

Income tax refunds including interest are considered income. The Goods and Services Tax Rebate (GST) is exempt. The client is expected to provide documentation regarding which portion of the refund is the GST rebate.

Income is assessed on the full amount of the tax refund rather than the discounted amount on refunds received through tax preparation/discounting agencies or overpayment recoveries made by the federal government.

I. Assessment of Direct Shelter Payments

When payments are made directly to a financial institution through a separation agreement, court order, divorce decree, or a private agreement no income is assessed.

- If the direct payment is greater than the shelter allowance permitted for the case, no shelter need is included in the benefit calculation and no income is assessed.
- If the direct payment is less than the approved shelter rate the difference may be provided.
- When a respondent makes direct payments to a landlord, the client is referred to Legal Aid to obtain an Order. The above rules for assessing the income apply.

J. Enforcement of Maintenance Orders

When maintenance orders are registered with the Maintenance Enforcement Office and the Assignment of Rights has been completed maintenance funds are forwarded to the General Revenue Fund. Assistance benefits are provided as if the income was not received. (See CH 3 SC F4)

K. Income from Student Loans/Bursaries and PTA

Full-time students who receive income from student loans/bursaries are advised the funds must be used to meet expenses including tuition, books, living requirements and child care. See SC B for income assessment. The income is expected to meet the client's needs for the number of weeks/months for which the loan was intended.

For university students, assistance is provided to the date classes commence.

Social assistance may continue until the second loan payment is received for students enrolled in private vocational schools when all of the following conditions are met:

- the person is already in receipt of social assistance; and
- a case plan is approved prior to commencement of the training; and
- tuition accounts for the full amount of the first student loan payment; and
- the client is unsuccessful in obtaining a portion of the loan from the school for living expenses; and
- the client has no other resources to meet his/her living expenses until the next loan payment is received.

Full or part-time students who receive PTA are expected to use this income to meet basic living requirements and child care needs. For those with approved case plans SAP may be provided to supplement the PTA.

L. Clients Who Receive a Rental Reduction in Exchange for Carrying Out Caretaking Duties

The shelter need is the actual amount of rent charged. No income is reported or assessed since no payments are received. (See CH 15 SC D 7).

M. Retroactive Payments

Payments from such sources as OAS/GIS, War Veterans Allowances, Workers' Compensation, Canada Pension, Employment Insurance are considered income for the following month. No overpayment is assessed for the period the retroactive benefit represents. The client is advised in writing of the time period the retroactive payment is expected to meet basic living requirements. (See SC B)

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 29 B	**Assets**	**CH 20**

Intent

All assets are considered a resource unless specifically exempted.

Policy

There are three types of assets:

Liquid Assets - cash on hand, bank accounts, stocks, bonds or other investments.

Real Assets - property (land, houses).

Personal Assets - personal property (cars, trucks, jewelry).

The equity value of real and personal assets is the amount of the asset owned after deducting the amount owing from the total value.

The value of liquid and real assets must be documented.

A. Liquid Assets

A period of up to ninety days to convert non-exempt liquid assets into cash may be permitted with the supervisor's approval.

A liquid asset may be waived as a resource for sound economic reasons with the director's approval.

1. Investments

Clients are expected to redeem or use investments such as Guaranteed Investment Certificates (GIC), bonds, mutual funds, shares as collateral for loans. They should produce evidence from a source such as a banker, broker, etc. that they are unable to dispose of the asset.

Registered Retirement Plans cannot be used as security for loans. Company and government administered plans can be withdrawn at the age defined by the plan, some as early as age 50 if the benefits have been vested (locked in). Vesting usually occurs after two years of employment. Other plans are not locked in and can be collapsed at the client's request. The financial institution is required to provide the funds to those who are without other resources.

For Saskatchewan Pension Plan see CH 18 C

Registered Education Savings Plans are not exempt.

2. Bank or Credit Union Account

(i) Interest - $100 of interest earned on an annual basis from bank accounts, bonds, savings certificates or other interest is exempt.

(ii) Financial Transactions - The client is required to declare all financial transactions during the two years prior to application which exceed $500.

The client is required to provide financial records considered necessary to confirm and/or clarify financial transactions in excess of $500 (e.g. copies of bank or pass books, certified statements from banks or other financial institutions). The bank search form (SSS 1002) is used to confirm information. For payment of bank search charges see CH 16 SC S

3. Insurance

The cash surrender value and dividends paid are exempt. Benefits paid through a life insurance policy are considered income.

4. Inheritances

A lump sum or monthly amounts up to the exemption amount are permitted in addition to the cash and liquid asset exemption (See Regulation 28(2)(cc.1)). Any amount remaining after the exemption is not added to liquid asset exemption and is considered available to meet basic needs.

5. Mortgages or Agreements for Sale, Securities, Shares, etc.

Clients are expected to realize the balance owing through sale or borrowing. They should produce evidence from a source such as a bank manager, a mortgage broker, or a real estate agent they are unable to dispose of the asset.

6. Money held in Trust

A trust fund refers to funds belonging to the trust. A trust is an obligation binding trustees to deal with property (which can be liquid, real, personal) over which they have control for the benefit of others (which may include the trustee and other beneficiaries). The client has no control over the trust.

Trusts are held by some other person, agency or community group on behalf of the

client, his/her spouse in trust, dependant children.

A statement from the trustee is provided to confirm the trust and its conditions.

Trustees do not have ownership of trust funds in terms of being able to deal with those funds as if they were their own assets, but are bound by the conditions of the trust and the law on trusts to deal with trust property only in ways which benefit the beneficiaries. These are not the personal assets of the trustee.

Trust funds that are not available for distribution or funds provided for items not covered by social assistance are not assessed in calculating entitlement. Where payments are made from a trust fund for needs that social assistance would cover the payment is assessed as income.

Discretionary Trusts - A trust established as a result of a will where an individual named in the will as a trustee has complete control over the disposition of the funds. These are usually set up by the family for disabled family members. Funds released for the client's basic needs are income.

Trusts established pursuant to *The Dependant's Relief Act* - Under the Act an application may be made to the court, challenging a will where inadequate provisions have been made for the support of a dependant adult. Following a review the court may negate the terms of the Will and establish a special trust for the dependant adult up to a maximum of $50,000. Once established the trust can be used at the discretion of the appointed trustee to enhance the life of the dependant adult.

For the Public Trustee see CH 10 B .3

B. Real Assets

A property search may be done through e-mail if there are indications of a property transfer to verify ownership.

Retention of Property - The quarter section of farmland where the home is situated and the home in which the client resides is exempt.

C. Personal Assets

One vehicle of reasonable value is exempt as determined by the client. Other items of personal property with an estimated market value of $500.00 or more are considered a resource. Where the market value is disputed the client is asked to provide documentation from 2 or 3 appropriate sources as to the value.

Example: Other vehicles, boat, motor home, recreational vehicle, fur coats except one, jewelry (excluding wedding ring, engagement ring and family ring), camera, stereo equipment, coin collection, stamp collection, hobby equipment and tools not required for employment.

D. Disposal of Assets

The following factors are considered: amount of asset, date received, sources, expenditures.

1. Prior to Application - Clients provide information regarding any assets they owned or in which they had an interest during the two year period prior to application. The details concerning use of assets and any transfer are reviewed including whether the payment received was adequate in relation to the market value minus any encumbrances as well as the disposition of any proceeds.
2. After Application

- Using proceeds from the disposal of an asset to purchase items which would have been provided through assistance is considered appropriate.
- If the expenditures were inappropriate money must be recovered when possible.
- If there is no further eligibility, clients are advised in writing as to the length of time the income is to meet their needs as well as a detailed explanation regarding the assessment. Should the client apply for assistance prior to the specified time period the disposal of income is reviewed.
- Exemptions are considered only if the client has the funds when reapplying.
- For determining the rate at which the remaining asset is to be used see Regulation 29 D(1) and CH 19 SC B .

Only the proceeds from the sale of the client's current home or the proceeds from a matrimonial settlement can be used to purchase a new home. If not used for this purpose the proceeds are assessed as income.

E. Change of Residence for Care

The cash and liquid asset exemption is provided to the spouse in the special care home. If both spouses apply for assistance separately each application is assessed separately and the appropriate cash and liquid asset exemption is applied.

The home in which the applicant/spouse resides is an exempt asset.

Income received by the applicant is assessed as a resource. If it appears the spouse has sufficient resources to contribute to the applicant's needs, the client is referred to Legal Aid for consideration of support payments.

Legislative Authority

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 41	**Local Appeal Committees**	**CH 21**

Intent

Clients have the right to appeal decisions made by department employees.

Policy and Procedures

Clients who are dissatisfied with the decision about their social assistance have the right to appeal to the local appeal committee. The appeal must be made to the director in writing within 45 calendar days of the decision. Clients may use form SSS 1067.

If the client appeals after 45 days the request is filed with the committee chairperson who advises the client that a hearing cannot proceed because the time period has lapsed.

If the client appeals and circumstances have not changed from the previous appeal, the request is filed with the committee chairperson with a brief report from the department. The committee chairperson advises the client whether a hearing will be provided.

Calendar days are calculated as follows:

- In the calculation of the appeal period the first day shall be excluded and the last day shall be included.
- If the appeal period expires on a holiday the time is extended to the next day that is not a holiday.
- If the appeal period expires on a day when a business office is not open the time is extended to the next day on which the office is open.

A trustee or group home operator may make an appeal on behalf of the client if the client wishes.

When clients request assistance prior to the hearing minimal assistance may be provided until the appeal is concluded. (See CH 6 [illegible]) To allow time for the department and client to be advised of the committee's decision assistance may be granted up to seven calendar days after a local hearing. If the seven days falls into the next month a

full month's shelter and utilities is not automatically issued.

Upon receipt of the appeal the director or designate reviews the case to determine if an error has been made.

- Appropriate corrective action is taken if an error was made. Clients are advised in writing and may wish to withdraw the appeal. If so this must be done in writing.
- If no error was made the director schedules a hearing within 30 days of the notification of appeal and advises the client/representative in writing regarding date, time and location of the hearing. The notification should contain the name and address of possible advocates.

  The following format is used for the department's report to the appeal committee:

  Date of Appeal
  Name
  Address
  Birth Date
  Marital Status
  Ages of dependants
  Background related to issue being appealed
  Present Situation
  Applicable Act, Regulation and Policy Manual references
  Reason for Appeal
  Reason for Department Decision
  Social Assistance Budget - needs, income, entitlement

  Use the following headings if the information is relevant to the issue(s) being appealed:

  Education Completed
  Employment History
  Vocational Goals

  The department report should only reflect information which bears directly on the issue(s) under appeal. If information or documents from a named source are part of the report his/her consent is obtained. The appeal report is signed by the worker and supervisor. A copy of the report is provided to clients/representatives three working days prior to the hearing.

An allowance may be provided to meet out-of-pocket expenses directly related to attending the hearing (e.g. travel, babysitting, etc.).

Clients may call witnesses and present evidence.

If clients cannot attend the hearing they may have someone attend on their behalf.

Clients may be represented by an advocate. (See CH 16 SC Q)

Department representatives including the worker most familiar with the client attend the hearing.

The appeal committee may wish to consult with department officials on technical matters.

If the client or the department wishes an adjournment this request is provided, in writing, to the Chair of the committee. Appeals should be resolved as quickly as possible.

Secretarial services are provided by the department.

Clients and the director have the right to appeal the decision of the local appeal committee to the Social Services Appeal Board. (See CH 22) . The appeal must be made in writing within 20 calendar days from the date of the decision letter.

Decisions made by the local appeal committee are binding unless overturned by the Social Services Appeal Board.

The department prepares a summary of the hearing using the following format:

Local Appeal Committee Summary
Date of Hearing:
Client Information: Name
Address
City, Postal Code
Present: Chair, Members, Client, Advocate, Recording Secretary, etc.
Reason of Appeal:
Client's Position:
Department's Position:
Committee Decision:

Expenses for Appeal Committees

The following are provided:

- honorarium for each half day meeting
- meals - government rates
- accommodation - government rates
- parking (with receipts)
- travel time - $25 for round trips of 100 - 199 kms
  - $50 for round trips of 200+ kms

SASKATCHEWAN SOCIAL SERVICES	POLICY STATEMENT	SOCIAL ASSISTANCE PROGRAM
Legislative Authority	**Subject:**	
Saskatchewan Assistance Regulations Section 43	**Provincial Social Services Appeal Board**	**CH 22**

Intent

Clients and the department director have the right to appeal decisions made by local appeal committees.

Policy

Clients or the director who are dissatisfied with a decision of the local appeal committee have the right to appeal to the Social Services Appeal Board.

The appeal must be received within 20 calendar days from the date the local appeal committee's decision is given in writing. (For calendar days see CH 21)

If the client appeals over 20 days the request is filed with the Board chairperson who advises the client that a hearing cannot proceed because the time period has lapsed.

If the circumstances changed since the local appeal hearing, the client or department may wish to withdraw the appeal. This must be done in writing to the Board Chairperson.

Client appeals are made in writing to the director. Clients may use form SSS 1067. Director appeals are made in writing to the Social Services Appeal Board. The director forwards a completed Request for Appeal form (SSS 1068) to the secretary of the Social Services Appeal Board. Appeals for North East, North West and Saskatoon Regions are based in Saskatoon. Those for South East, South West and Regina Regions are heard in Regina.

When clients request assistance prior to the hearing minimal assistance may be provided until the appeal is concluded (see CH 6). To allow time for the department and client to be advised of an appeal decision assistance may be granted to include seven calendar days after a provincial hearing. If the seven days falls into the next month a full month's shelter and utilities is not automatically issued. This time period may be extended if the client/department has not been notified within the above time periods.

An allowance may be provided to meet out-of-pocket expenses directly related to attending the hearing (e.g. travel, babysitting, etc.).

The following material is to accompany the Request for Appeal:

- The letter sent to the client informing of the reason for refusal and right to appeal.
- The client's letter or Form SSS 1067 requesting a local appeal hearing.
- The department's report prepared for the local appeal hearing and documents presented to the local appeal committee.
- The summary of the local appeal hearing includes: client information (name, address); those present at the hearing (names and capacity); reason for appeal; client's position; department's position; decision (direct quote from the local appeal chairperson) and typist initials.
- The letter to the client conveying the decision of the local appeal committee.
- The client's letter requesting a hearing before the Social Services Appeal Board.
- Any other documents or information submitted by the client and/or departmental representatives.

When the Board receives a Request for an Appeal form an appeal hearing is scheduled within 30 calendar days from the date it is received by the director.

If the client or the department wishes an adjournment this request is provided, in writing, to the Chair of the committee. Appeals should be resolved as quickly as possible.

The Social Services Appeal Board notifies the client and the department of the time, date and place of the hearing.

The minutes of the local appeal hearing are made available to the client/advocate.

If clients cannot attend the hearing someone may attend on their behalf.

Clients may be represented by an advocate. (See CH 16 SC Q)

Department representatives, including the worker most familiar with the client, attend hearings.

Decisions made by the Social Services Appeal Board are final unless subsequently overturned by the Court of Queens Bench on matters of law.

Appendix A

Transition Planning - Objectives and Expectations

See CH 3 SC C
Provide maximum opportunities to achieve self-sufficiency

Social assistance benefits are provided on the basis of need. Clients are expected to pursue reasonable opportunities, within their capabilities, to become independent of social assistance.

Pursue individual plans

Workers participate with clients to develop realistic plans to establish independence, if feasible. For many clients employment is the appropriate goal. The plans take into account clients' circumstances, strengths and any barriers to employment.

Client participation in case plans

Planning is done collaboratively with clients and others who provide service (e.g. Department of Learning, trustees, Family Services). Workers discuss interests and alternative proposals for achieving self-sufficiency.

The process is a continuing one. As clients progress through their plans, or as circumstances change, the plans may be reviewed and changes made as appropriate. Plans may be modified at any time.

Referral to appropriate resources

Client plans might incorporate participation in the employment and training programs offered through Department of Learning as well as independent job searches or other available programs and services. All provincial government employment programs provide wages and working conditions that meet provincial labour standards.

Eligibility review/Benefits suspended

When a client does not participate in a transition plan activity the worker reviews the reason with the client. If the client refuses to pursue reasonable opportunities for self-sufficiency and/or does not comply with requests to develop alternative plans for self-sufficiency, benefits are suspended. Family considerations such as impact on children may be taken into account in deciding whether benefits are to be suspended. The client is advised of the decision in writing and of his/her right to appeal the decision.

Whenever the client wishes to pursue the plan or propose reasonable alternative activities leading to self-sufficiency, financial eligibility is reviewed.

Where a client demonstrates a lack of commitment to the plan by not following through on activities the client is requested to demonstrate his/her intention to participate before further social assistance is provided.

Appendix B

Income Exemptions
Minister's Orders

Date	M.O. #	Exemption	Amount
January 23, 2003	06/2003	All funds for Individualized Funding Program paid by Health authorities	
March 21, 2002	19/2002	Atco Gas (Alberta) rebate program	
January 10, 2001	01/2001	Payments from federal and provincial energy rebate programs	
June 26, 2000	55/2000	Saskatchewan Pension Plan contributions per adult of non-exempt employment earnings	up to $50 per month or $600 per year
June 14, 2000	49/2000	Saskatchewan Sales Tax Credit	
March 18, 1999	42/99	One time payment to remarried widows whose Workers' Compensation spousal benefits terminated prior to September 1985	$10,000.00
August 31, 1998	70/98	Honorarium of $75 per month paid to individuals in the Saskatoon Youth Approaches Work Training program	$75/month
September 20, 1997	66/97	Compensation provided to members of the Canoe Lake Cree Nation under the provisions of the Cold Lake Air Weapons Range Trust Agreement	$10,000.00
April 1997	******	*The Dependant's Relief Act*	$50,000.00
May 1, 1996	22/99	Youth Services (Canada) - completion bonus	$2,000.00
March 27, 1996	19/96	Gordon's Residential School	$10,000.00
March 10, 1995	11/95	*Victims of Domestic Violence Act*	all payments except for out of pocket expenses for which assistance was issued
April 9, 1994	16/94	Saskatoon Young Parents Pilot Project	to a maximum of $300 per month per person
December 14, 1993	25/93	All payments received under Extraordinary Assistance Plan	$30,000 per year for life for those infected and other payments to family members
October 25, 1993	23/93	Maintenance Payments - Disabled Adult Clients	maintenance payments paid through *The Family Maintenace Act or The Divorce Act*

March 16, 1993	05/93	Money from the payments of ward trust accounts	
December 21, 1992	23/92	Child Tax Benefit	$34.88
June 8, 1992	20/92	Any refunds from the Saskatchewan Pension Plan	
February 7, 1992	06/92	Extraordinary Assistance Plan - those who are thalidomide disabled	
October 14, 1991	76/91	Payments made for care of children under the Family Support Home Program	
March 17, 1991	21/91	GST and Saskatchewan Family Tax Credit	GST and Family Tax Credit
August 30, 1990	48/90	Extraordinary Assistance Plan - those infected with HIV	$120,000 paid in annual amounts of $30,000
June 15, 1990	33/90	Any payments received pursuant to the Extraordinary Assistance Plan	
May 7, 1990	31/90	Contributions to the Saskatchewan Pension Plan made on behalf of assistance recipients, from other exempt resources, or accumulated funds or interest earned prior to application	
January 2, 1989	07/89	Cumberland House Settlement Agreement	$1,000.00
July 19, 1988	36/88	Any payments, assistance or rebates paid pursuant to *the Adoption Assistance Regulations, The Residential Services Act* for the purposes of the Community Homes Program, *The Prescription Drug Act, The Fuel Tax Act*	

Appendix C

Supplementary Health Coverage

This appendix should be printed as "Landscape". Click here for instructions.

See CH 16 SC 8

	SAP	Family Health Benefits	SIP
Dental Coverage	• routine dental services such as examinations, x-rays, cleaning, restoration, extractions and dentures • employable clients receive only emergency services during the first six months of eligibility	• no coverage for adults • children receive the same benefits as those on SAP	•no coverage
Drug Coverage *	• Plan 1 - $2.00 per prescription for formulary drugs (persons under 18 - no charge) • Plan 2 (transients and those with ongoing multiple prescription needs) - receive formulary drugs at no charge • Plan 3 (those in special care facilities) - receive formulary drugs and certain prescribed drugs not available under the Drug Plan at no charge	• semi-annual family deductible is $100; consumer co-payment is 35% • children receive the same benefits as those on SAP	•semi-annual family deductible is $100; consumer co-payment is 35%
Optometric Services	• eye examinations are free of charge every 12 months for children • eye examinations are free of charge every two years for adults • basic eye glasses are provided at no charge	• eye examinations are free of charge every 12 months for children • eye examinations are free of charge every two years for adults • basic eye glasses are provided at no charge for children	•eye examinations are free of charge once per year
Emergency Ambulance	• available free of charge	• children free of charge	•no coverage
Hearing Aids	• available free of charge	• no coverage for adults • available free of charge for those under 18	•no coverage
Medical Supplies	• available free of charge	• for children - free of charge	•no coverage
Chiropractic Services	• available free of charge	• available free of charge	•available free of charge

* Drug Coverage

- Guaranteed Income Supplement clients, semi-annual family deductible is $200 for those who live in the community and $100 semi-annually for those in Special Care homes, consumer co-payment is 35% thereafter.
- Those with low-income and drug costs greater than 3.4% of income may also apply for the Special Support Program administered by the Drug Plan (Health). (July 2002)

Appendix D

Farm Income

See Chapter, 19 SC D 2

A. INFORMATION/FINANCIAL RESOURCES

The following resources are available to assist the client:

- Department of Social Services, Saskatchewan Employment Supplement Phone #1-888-488-6385, Regina 787-4723.
- Department of Agriculture and Food (Ag. Rep) - productivity of land, estimate of the amount of Wheat Board payments, information on specialty crops (bees, elk, rabbits), management of farm operation, stabilization programs, marketing boards.
- Agricultural Credit Corporation - verification of loans for all farm programs, foreclosure information.
- Farm Credit Corporation - mortgages on land.
- Saskatchewan Crop Insurance - productivity of land, whether insurance is held, whether insurance is assigned to creditors, amount of insurance payments.
- Saskatchewan Water Corporation - provides grants for wells.

- **Verification of Information**
- In all cases the client must provide the latest tax statement filed with Canada Customs and Revenue Agency. Other sources could include:
  - farm account record
  - green slips - elevator sales receipts
  - permit book - includes information regarding land description, number of acres, whether in stabilization program, amount of grain sold in crop year (August 1 - July 31), ownership of land, if renting provides name of owner, amount of any advances.
  - city, town or municipal office - for property and building ownership
  - Land Titles - legal description of property, purchase price, ownership, caveats and liens. Also request the General Registration Certificate for information pertaining to writs of execution and maintenance orders.

B. COMPLETION OF FARM INCOME REPORT

1. Definitions and Instructions

The following headings are on the Farm Income Report:

Total acreage is made up of:

- Seeded acreage (wheat, oats, barley, rye, canola, etc.)
- Summerfallow

- Forage
- New breaking
- Uncultivated land and natural pasture.

Bushels Harvested:

Acres seeded and bushels harvested must be shown. Compare this with the average yield in the district available from the agriculture representative. If there is a considerable discrepancy, an explanation for the low yield should be given. Grade of grain harvested should also be shown.

Unharvested Grain:

Estimate 2/3 of anticipated fall yield with a 2 grade drop in quality.

Crop Held for Seed:

Number of bushels held must be related to the number of acres in summerfallow shown on the SSS 1212 together with what the farmer expects to seed next year.

Uncleaned rates:

Wheat	- 2 bushels
Oats and barley	- 3 bushels
Canola	- 10 pounds
Rye	- 2 bushels
Flax	- 1 bushel

Crop Held for Feed:

This should be related to the number of animals fed. The value of livestock sold should practically double the value of feed held and/or bought.

Your Share:

This is the amount remaining after deductions for feed and seed. Where property is rented, the landlord's share is 1/3 with the renter usually getting 2/3 of the total harvested.

Price per Bushel:

This is the amount received at the elevator. Due to freight rate, prices vary from one region to another. For canola, flax, oats, and rye, where prices are not controlled by the Wheat Board, these prices vary from day to day.

Income

Total income derived from 'your share' multiplied by the price per bushel.

Livestock:

A basic herd is considered to be the breeding stock held at the date of application plus female stock held back for replacement.

The natural increase of the basic herd is considered a resource for direct consumption or sale. Natural increase is the livestock that will reach marketable age within the year. Consider 75% of calf survival rate (3 calves weaned from 4 cows). The purchase price for replacing one of basic herd yearly is allowed as a farm expense but the animal sold and to be replaced has to be accounted for in livestock sales. All butchered livestock is considered income except what is used for reasonable consumption by the family unit.

Replacement of the basic herd over time, from heifers of desirable quality should be allowed through purchase and/or allowing the farmer to keep one of natural increase for replacement. The average productive life of a cow is 10 calves or 10 years. Therefore the rate of replacement of the basic herd should generally be based on 1/10th of the herd being replaced annually.

In the case of poultry farming the purchase of poultry is allowed in order to maintain the flock the farmer had at the time of application. The farmer is not permitted to deduct purchases made to expand his business opportunities as an expense.

When completing the report for the farm year complete the livestock section for actual cattle held, increased and sold during the previous calendar year. Use verified totals for income derived.

If the owner disposed of the entire herd during the previous year the funds realized are considered income.

Produce Sold:

Milk, cream, meat, eggs, vegetables, etc. marketed have to be shown in this area as farm income. Ensure subsidy payments are verified.

Other Farm Income:

Farmers obtain verification of crop and hail insurance, rebates and Wheat Board payments. There are also fuel rebate programs. If the farmer belongs to NISA verification is obtained regarding contributions and withdrawals. Contributions are not considered an expense, withdrawals are considered income.

Some farmers trade their work for the other goods and services (feed, meat, milk, etc.). It is mandatory that a dollar value be placed on goods received and included as farm income.

Employment off the farm is not included in the farm income calculation but is considered as income in the month received as with any employed person.

2. Determination of net Farm Income

- Net income is determined by calculating the gross income and subtracting from it the allowable expenses incurred to produce the gross income. (e.g. gross income from the calendar year - (minus) expenses incurred in the calendar year divided by 12 months = estimate of monthly net income for the previous calendar year).

- Advances are not considered income or an expense since the source of income is the value of all grain produced.
  The Farm Income Report consists of two types of information, gross income and expenses - (See 3.)

Gross Income from:

- the previous year's harvest including grain still held for sale.
- livestock sales during the previous year.
- other produce (cream, milk, eggs) sales during the previous year.
- Wheat Board, crop insurance, farm subsidy and any other farming-related payments received during the previous year.
- GST rebate (farm)

For cash flow method, see E.

Account for total acreage of farm land. A reconciliation using receipts for expenses and income is completed at the end of 12 months. (See D for income reconciliation.)

Where the client is operator:

Grain

- Gross income from grain is calculated from the crop harvested in the previous year even though some or all of the grain may be sold during the current year.
- To determine grain available for sale when grain from the previous harvest has not yet been sold, deduct the number of bushels required for seed or feed from the number of bushels harvested.
- To estimate the income from the grain available for sale multiply the amount of grain available by the initial price paid for the appropriate grade.
- If the client owns land and rents on a crop share basis, it is necessary to show rented land on a separate Farm Income Report SSS 1212.
- When completing the farm income report, both the current permit book and the previous year's permit book are used. The previous book shows the description of land operated and indicates acres shown and in what grain. If the operator is also involved in a crop share rental arrangement the final Wheat Board payment stub is required to determine the grain sold in the previous year.

Livestock

To calculate gross income from livestock, determine the number of livestock sold during the previous calendar year and use actual receipts from those sales.

Where the client owns farmland but is not the operator

If the client owns land and is renting to someone else, a crop report can be obtained from the operator. In order to verify previous year's report, use the carbon copy of grain tickets issued at the elevator. It is also possible to obtain verification from Wheat Board with the client's consent.

Where farmland is to be sold or used as security for borrowing calculate income on the basis of the rental agreement (usually one-third of the crop to the owner) in the interim.

In farm rentals (farm owned and rented out) allow taxes, mortgage interest on land and fire and hail insurance as expenses unless the rental agreement obligates the owner to assume other expenses (e.g. chemicals, fertilizers) if part of the rental agreement.

Cash rental:

For those farmers who reside on the home quarter but are not actual producers, it may be in their best interests to rent their farm on a cash basis rather than on a crop share. The actual rental rate is determined by productivity of the land on a per acre basis. Adequate remuneration should be received. The market value can be obtained by consulting municipality officials who are aware of rent values in their area.

3. Expenses - incurred to produce the farm income.

Expenses:

Where the client is the operator, calculate allowable expenses incurred in the production of income and actually paid for during the previous year.

i) Allowable expenses are as follows: (Verified by copies of paid bills)

- Accounting/legal fees - accounting fees for income tax returns done by qualified accountants and necessary legal work relative to the farming operation.
- Bank charges.
- Breeding fees.
- Chemicals - pertains to herbicide and insecticides used in current year. Use actual, but costs must not exceed Department of Agriculture averages by more than 10%.
- Custom work - some operators do not own combines or other equipment and have this done on a custom basis. The cost of fuel and repairs would be reduced if certain operations are performed by someone else and paid on a per acre basis. Use actual, but costs must not exceed Department of Agriculture averages by more than 10%.
- Feed supplements (vitamins, minerals, etc.)
- Feed purchased.
- Fertilizer - pertains to fertilizer used in producing the crop. In cases where fall application is made, this expenditure should be included in next year's expenses.
- Fire insurance - premium is allowed as an expense. Issue as a need (85% of the cost of the premium) if net farm income does not cover the cost.
- Fuel/repairs for the machinery and truck - include all fuel (gas and diesel) used in producing the crop. Costs must not exceed Department of Agriculture averages by more than 10%.
- GST on allowable expenses.

- Insurance (crop, hail) - premiums paid for crop insurance. In certain instances, these are deducted from claim. If this is done the payment stub will indicate so. Use of crop insurance should be encouraged.
- Land lease fees and arrears paid on farm property not previously deducted.
- Mandatory contribution for farmer and employees (other than spouse and dependants) CPP, EI, etc.
- Mortgage interest - only mortgages for land owned at the time of application.
- Pasture fees - receipts can be obtained from community pastures or co-operative pastures.
- Repairs to buildings - only repairs to buildings other than farm home (barns sheds, granaries and fencing) may be allowed
- Registration/licensing of farm truck.
- Sales commissions.
- Seed cleaning.
- Seed/feed purchases - certified or registered seed is permitted. If grain was held for seed/feed in the last report this expenditure should be queried.
- Small tools and hardware - allow items of $200 each or less.
- Taxes - taxes and tax arrears paid on farm property not previously deducted. For taxes on the residential protion fo the home quarter see CH 15 SC D5.
- Twine - actual cost.
- Veterinary supplies and fees - veterinary charges together with the cost of serum and supplies.
- Wages - wages paid to others for normal operating of the farm other than spouse and dependants.

ii) Expenses - Not Allowed in Calculation of Net Income

- Advances.
- Basic needs, shelter. Shelter payments for mortgage (first) are determined by calculating amount of mortgage for house/land - pay proportion.
- Capital costs - any output of funds used to expand or replace business assets.
- Debts (previous).
- Interest payments on operating loans.
- Inventory adjustments.
- Medical and hospital expenses.
- NISA contributions.
- Principal payments on a mortgage on business or other property.
- Purchase price of equipment or buildings.
- Repairs to home.
- Structural alterations and construction of any buildings.
- Utilities such as light, water, phone and fuel for the home. Advise client to obtain separate meter for farms.

Note: Costs of basic needs, shelter and utilities are not allowed as expenses because they may be included as items of need in the budget calculation.

C. BUSINESS/FARM ASSETS AND LIABILITIES FORM

The Business/Farm Assets and Liabilities Form (SSS 1215) is required at the time of application and at annual review to determine the client's net worth and debt load.

Property Owned - include legal description of all land owned by applicant and spouse with the assessed values. List all mortgages registered on the property.

Property Leased - include legal descriptions together with the name of the registered owner. The terms of the agreement should be included together with the agreement which is up for review. Copy of these should be obtained. This must be shown to assess the total operation.

Equipment - list all equipment owned by the individual as well as the make, model, year purchased, amount owing, and present value. This information assists in determining the practicality of trading in certain pieces of equipment and indicates whether the client has more or less equipment than necessary. If the client terminates the business operation, the value of the equipment for disposal will be assessed and considered income.

D. RECONCILIATION

When completing the annual review in January or February a reconciliation for the previous year is required using verified net income from the farming operation. (See CH 11 for Annual Review) The previous year's income tax return is required.

Any difference in net income from the estimate is reconciled by deducting any overpayment and adding any underpayment and adjusting the net monthly income amount for the next crop year.

E. CASH FLOW

See CH 19 D for use of cash flow for farmers. This assessment method may also be used for those who have stopped farming.

The amount of income is determined by subtracting paid allowable expenses as outlined in 3 i) from the gross income in the month.

Cash flow is used to the end of the calendar year. At the end of the year an annual farm income report is completed. The net annual income (gross income minus paid allowable expenses) is used to estimate income for the following year and an annual income assessment is used.

Appendix E

Business Income

See Chapter, 19 SC D 1

A. Information/Financial Resources

The following resources are available to assist the client:

- Department of Social Services, Saskatchewan Employment Supplement, phone 787-4723 (Regina) or 1-888-488-6385
- Federal Business Development Bank of Canada, phone 780-6478 (Regina) or 1-800-470-0601
- Centre For Business Development phone 1-877-780-8331, which includes:
  Saskatchewan Economic & Cooperative Development, phone 1-800-265-2001
  Western Economic Diversification, phone 1-888-338-9378
  Women Entrepreneurs of Saskatchewan, Inc., phone 1-800-879-6331
  Small Business Loans Association, phone -800-265-2001
- Conseil de la Cooperation de la Saskatchewan, phone 566-6000 (Regina) or 1-800-670-0879
- City licensing offices - check phone listings in the blue pages
- Business Registration Saskatchewan Justice, Corporation Branch, 787-2962 (Regina)
- Canada Customs and Revenue Agency inquiries, GST, Payroll, Corporate Tax and Business Tax, phone 1-800-959-5525
- Saskatchewan Finance, Provincial Sales Tax, phone 787-6645 (Regina) or 1-800-667-6102
- Saskatchewan Opportunities Corporation, phone 787-8595 (Regina) or 933-7890 (Saskatoon)
- Small Business Loans Association, phone 787-7154 (Regina) or 1-800-265-2001
- Canada - Saskatchewan Business Services Centres, phone 1-800-667-4374
- the financial institution handling the applicant's business account
- financial auditor - in cases where an audit is necessary to determine eligibility or continued eligibility, the department will pay for service charges
  (See CH 16 SC S)

B. Verification of Information

In all cases the client must provide the latest statement of income and expenses as required by Canada Customs and Revenue Agency. Other sources could include:

- Financial institution handling the business account(s)
- Consumer and Corporate Affairs, Corporation Branch, for names used for incorporated companies, names of the other companies involving the client yearly profit.
- Saskatchewan Environment and Resource Management, La Ronge (425-4233) for information concerning leases, permits and fur sales.
- City, town or municipal office - for property and building ownership.
- Land Titles (SSS 1052) - legal description of the property, purchase price, ownership, caveats and liens. Also request the General Registration Certificate for information pertaining to writs of execution and maintenance orders.
- Freshwater Fish Marketing Corporation, La Ronge
- Wile Rice: Saskatchewan Wild Rice Council, La Ronge
  Saskatchewan Agriculture, La Ronge
  Pre Cambrian Wild Rice, Denare Beach
  Saskatchewan Indian Agriculture Program, La Ronge

C. Calculation of Eligibility and Entitlement Method:

Monthly income is estimated by dividing the net income from the previous year's operation by 12 months. If the applicant is not eligible using the above method, but has no resources to meet current needs, eligibility may be determined on a current monthly basis until the beginning of the next tax year.

Net income is determined by calculating the gross business income and subtracting the allowable expenses incurred in the production of income and actually paid for in the previous tax year.

1. Allowable expenses, verified by copies of paid bills, are as follows:
   (Business portion only)

- accounting, legal, collection, consulting, related only to the business
- advertising (newspaper and business pages telephone directory)
- bank charges - verified
- basic stock for business operation
- business motorized vehicle (maintain any leasing/rental agreement in force at time of application)
- business property tax
- delivery, express, freight
- fuel/maintenance/repairs for motorized business vehicles
- insurance (fire, theft, liability)
- interest charges on start-up loans
- licenses

- mandatory contributions for employer and employees (CPP, Workers' Compensation, etc.)
- mileage @ $.13/km, meals @ $15/day and reasonably priced accommodation for each trip generating business income
- minor equipment costs/rental for essential business operations
- mortgage interest on business holdings in existence at time of application
- office expenses (postage, stationary) to a maximum of 10% of net income
- rental on business property (indicate to whom paid)
- telephone charges - other than for the home
- utilities - other than for the home
- wages - paid to others, other than spouse or dependants, for normal operation of the business
- for operators of licensed day care facilities, the first $50 per child of the monthly payment is an allowable expense.

2. Expenses not allowed in calculation of net income:

- basic needs, shelter (these needs are provided through SAP)
- capital costs - any expenditure used to expand or replace business assets
- interest payments on operating loans
- inventory expansion
- medical expenses
- pension plan contributions except for Saskatchewan Pension Plan
- previous debts (prior to application)
- principal payments on a mortgage on business or other property
- purchase price of equipment or buildings
- repairs to home
- structural alterations and construction of any property or buildings
- utilities for the home (Advise the client to obtain a separate meter for the business operation)

D. Completion of the Annual/Monthly Business Income and Expense Report

The Monthly Business Income and Expense Report (SSS 1214) is used to calculate net income. The report consists of three sources of information.

Income

- derived from the business operation
- returns and allowances (allowances are coupons, discounts)
- other income including cash and any advances (cash draw)

Cost of goods sold

- completed only if the business involves purchasing goods for resale or the manufacture of goods for sale

- includes inventory at the beginning and the end of the month and the cost of obtaining the inventory. Inventory is the goods/products for sale.

Business expenses

- costs incurred to generate business income

Net Income is the amount deducted from needs to determine entitlement.

The Business/Farm Assets and Liabilities Form (SSS 1215) is required at the time of application and at annual review to determine the client's net worth and debt load.

Property Owned - include legal description of all land owned by the applicant and spouse as well as the assessed value. List all mortgages registered on the property.

Property Leased - include legal description as well as the name of the registered owner. The terms of the agreement should be included as well as any agreement which is due for review. A copy of the lease should be obtained. This is necessary to assess the total operation.

Equipment - list all equipment owned as well as the make, model, year purchased, amount owing, and present value. This information assists in determining the practicality of trading in certain equipment and indicates whether the client has more or less equipment than necessary. If the client terminates the business operation, the value of the equipment will be known.

The Annual Business Income and Expense Report (SSS 1216) is used when completing the annual review.

E. Reconciliation

When completing a review at year end a reconciliation for the previous year is required using verified net income from the business operation. The previous year's income tax return is required.

Any difference in net income from the estimate is reconciled by deducting any overpayment or adding any underpayment and adjusting the net income amount.

F. Cash Flow

See CH 19 D for use of cash flow for self-employed clients. This assessment method may also be used for those who are no longer self-employed.

The amount of income is determined by subtracting paid allowable expenses as outlined in C1 from the gross income in the month.

Cash flow is used to the end of the calendar year. At the end of the year an annual business income report is completed. The net annual income (gross minus paid allowable expenses) is used to determine income for the following year and an annual income assessment is used.

Appendix F

File Information and Access

Use/Disclosure of Client Information

The Freedom of Information and Privacy Act requires that no government institution collect personal information unless it is collected for the purpose that relates to an existing or proposed program or activity of the government institution.

Use of Personal Information

Unless the individual provides consent personal information can only be used for the purpose for which it was obtained or for a use consistent with that purpose. Information available through on line systems or by other means such as SWIN, Health, EI, ACI is not to be accessed or used by staff for any reason other than for program purposes. Confidentiality and responsible use of clients' personal information is a legal obligation specified in *The Freedom of Information and Privacy Act*. Additionally, where one government institution discloses personal information to a second government institution, the second government institution may only use the information for the purpose for which it was disclosed.

The department has the following Agreements/Memorandums of Understanding with other jurisdictions which govern information sharing.

- **Government of Canada (Solicitor General) -** a Federal/Provincial agreement to regulate the use and disclosure of information exchanged.
- **Indian Affairs and Northern Development Canada** - exchange of information on mutual clients for the purpose of program administration and fraud investigation.
- **Canada Customs & Revenue Agency**
  - will provide any information from the income tax return with a signed consent from the client and/or spouse.
  - exchange of information on clients who receive a Child Benefit Adjustment as a top-up to social assistance.
  - will provide benefit/payment information on families eligible for the SCB program for the purposes of administration of the SCB program and the Family Health Benefit program.
- **Human Resources Development Canada/Public Works & Government Services Canada**
  - information is exchanged for the purposes of administration of the Saskatchewan Income Plan program and to merge the Fed/provincial benefit into one payment.

- Labour Market Development Agreement.
- agreement for the purpose of providing employability assistance for people with disabilities.

- **Employment and Immigration (Citizenship and Immigration Canada)** - exchange of information on mutual clients for the purpose of program administration and fraud investigation.
- **Employment Insurance** - exchange of information on mutual clients for the purpose of program administration and fraud investigation.
- **Canada Pension Plan** - will provide benefit/payment information based on identifying information provided by Social Services.
- **Saskatchewan Government Insurance** - exchange of information on mutual clients for the purpose of program administration and fraud investigation. Searches are limited to client/spouse name and are not permitted by plate number. When searching SGI records staff record their findings from the screen print and the reason for the search on the verification report or chronological recording and destroy the screen print. The pertinent information from any screen prints discovered during a file review should be noted on file and then destroyed.
- **Liquor and Gaming Authority** - the authority agrees to provide a list of employees by name, address, position occupied, place of employment, SIN.
- **Department of Learning**
  - exchange of information on mutual clients concerning student loan and PTA payments, training and employment programs.
  - will provide information on mutual clients for the purpose of program administration and fraud investigation.
- **Maintenance Enforcement** - an agreement to share information from maintenance enforcement to assist the department in determining SAP eligibility.
- **Workers' Compensation Board** - exchange of information on mutual clients for the purpose of program administration and fraud investigation.
- **Provinces and Territories including municipalities and agents** - exchange of information to prevent duplicate payments and detect fraud.
- **Public Service Commission/Finance** - the Commission provides employee information to the department for the purpose of program administration and verification.
- **Public Trustee** - an agreement to share information on mutual clients for the purpose of program administration and verification.
- **Saskatchewan Health** - information is provided about level of care residency for the purposes of administration of the Saskatchewan Income Plan program with

regard to benefit level and the provision of health coverage; information is provided to the SAP program the purposes of program administration.

- **Regina District Health Board as represented by Regina Mental Health Clinic** - an agreement to share information on mutual clients for the purpose of program administration and verification.
- **Environment** - arrangement to exchange information on mutual clients for the purpose of program administration and the prevention of fraud.
- **Regina/Saskatoon Board of Police Commissioners** - an agreement to share information on mutual clients for the purpose of program administration and fraud investigation.
- **SaskPower/SaskEnergy** - procedural agreement to arrange for the provision of services to mutual clients such as electronic billing and the deferral of utility arrears.
- **Salvation Army** - procedural agreement to arrange for the provision of services to mutual clients such as emergency food and shelter accommodations.

Chronological Recordings/Notes on File

- must contain only factual information
- information must pertain only to the assistance program. Case details pertaining to other programs such as Family Services should not be included.
- reasons for verification should be noted.

Requests for File Information

Client records include:

- All paper files
  - SAP
  - Investigation
  - Security Deposit
  - Accounts Receivable
  - Family Maintenance
- Computer records
  - Benefit History Information
  - Chronological recordings
- All other records pertaining to income security matters held by anyone in the department

Informal Access to File - by client or by person with client's consent.

Two staff members must review all documents prior to providing access to the client to ensure all documents are provided and the pertinent matters are removed (see Access Guidelines for documents which are severed or removed).

Access Guidelines

Requests For Personal Information	Action
General	
• Request by police for personal information, e.g. - investigation of serious crime, warrant for arrest	• No Application • Informal access
• Request by the Ombudsman, Office of the Provincial Auditor, or the Freedom of Information Commissioner	• No Application • Informal access
• Request by next-of-kin or executor to access files of deceased client	• FOI Application required
• Request by any person or agency for access to client files for research or statistical purposes	• FOI Application required except for Statistics Canada and Census
• Request to access personal information by any person with written authorization from the client to act on his/her behalf	• No application required • Informal access can be given provided the following documents/information are **removed/severed** (if present); - investigation records, not including Verification Reports - personal information of another individual/informant such as name, address, phone number, etc., and any other information which might lead to the identification of an individual/informant - information or records relating to Family Services and Young Offenders matters - SGI screen prints - documents/information provided in confidence from another government or a local authority unless the provider has consented to disclosure (e.g. confidential information from EI) For documents related to the Ombudsman and Children's Advocate, contact the Access Officer at Central Office.
• Request from Saskatchewan Health for personal information	• No application required • Informal Access

• Request from Saskatchewan government institutions for personal information	• No application required • Informal access, providing the request satisfies one of the following: - the client has given written consent to do so - request from the Office of the Rentalsman to provide a client's address in respect to a security deposit hearing - request by legal counsel for a government institution - for the purpose of: • Enforcing any legal right that a government institution has against any individual, not including probation officers • management, audit or administration of personnel • where necessary to protect the mental or physical health or safety of any individual • in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased • where the information is publicly available • determining the eligibility of an individual to participate in a program, or receive a product or service from the government, in the course of processing an application made by or on behalf of the individual to whom the information relates • verifying the eligibility of an individual who is or was participating in a program of, or receiving a product or service from, the government • verifying the accuracy of personal information held by the other government institution • where disclosure may reasonably be expected to assist in the provision of services for the benefit of the individual to whom the information relates

	• commencing or conducting a proceeding or possible proceeding before a court or tribunal
• Request from other governments for personal information	• Disclosure dependent upon agreements or arrangements
• Requests from Saskatchewan Gaming Commission for personal information	• No Application • Informal access
• Requests from collection agencies and other third parties for personal information	• Informal access only if client's written consent for release of information to the collection agency/third party has been obtained, or the debt is owing to the Department of Social Services
• Client requesting to access own file	• No application required • Informal access can be given provided the following documents/information are **removed/severed** (if present): - investigation records, not including verification reports - personal information of another individual/informant such as name, address, phone number, etc. and any other information which might lead to the identification of an individual/informant - information or records relating to Family Services or Young Offenders matters - SGI screen prints - documents/information provided in confidence from another government or local authority unless the provider has consented to disclosure [example: Confidential Information from Employment Insurance Commission]
• Request to access SAP/SIP file by client's spouse/common-law spouse	• FOI Application required (only the personal information relating to the spouse is accessible)
• Request by an individual who is, or was a dependant of the client	• FOI Application required (only the personal information relating to the individual is accessible)
• Request to access investigation file by client	• FOI Application required (accessible only in exceptional circumstances)
• Request from client's legal counsel to access client investigation file	• Accessible via subpoena (no application required if subpoena obtained.)

- MLA advocating on behalf of client for information/resolution/redress
- MLA advising Minister of information received from a third party regarding a client
- Minister's response is cc'd to MLA
- As there is no client consent no personal information is provided ("thank you" letter is sent)

Appendix G

Delegation of Authority - Approval on Chronological Recording

Approval chronological recording is written and signed by the Supervisor, Director or Central Office as required.

Approval Items	Reference	Approval Required
Waiver of support	CH 2 B 4(ii) CH 3 F	S S
Not employable - no documentation	CH 3 D	S
University Student (exceptional)	**Sec 9(2.1)**	D
Establishing trusteeship	CH 10 C	S
Defer/waive trustee accounting	CH 10 F 3	S
Annual Review - overdue 3 months	CH 11	S
Hospital stay over 3 mos. - other needs	CH 13 D 3	S
Assistance to clients residing out of province	CH 13 E 3	D
Fraud referral to police	CH 14 D	S/D
Overpayment recovery rates - lower/deferral	CH 14 J	S
Exceeding board and room rates	**Sec 25(4)(f)**	D
Household equipment $1000 up to $5000 over $5000	**Sec 27(4) E** CH 16 E CH 16 E	 S D - CO
Basic furnishings - on assistance less than 12 consecutive months	**Sec 27(4) E** CH 16 E	 S
Expenses incidental to commencing employment $1000 up to $5000 over $5000	**Sec 27(4) G** CH 16 G CH 16 G	 S D - CO
Transition Training Allowance - placements longer than 6 weeks	**Sec 27(4)H** CH 16 H	D
Move out of province	**Sec (4)K** CH 16 K	 S
Property repair $1000 up to $5000 over $5000	**Sec 27(4) L** CH 16 L CH 16 L	 S D - CO
Funeral expenses application after 90 days	**Sec 27(4)P** CH 16 P	 S
Miscellaneous $1000 up to $5000 over $5000	**Sec 27(4) S** CH 16 S CH 16 S	 S D - CO
Fee for service arrangements	CH 17	D
Asset retention if value of real or personal assets do not exceed cash & liquid exemption	CH 18 B	S

Assistance to self-employed person - 6 months - extension 6 months	CH 19 D (ii)	S
Waiver of liquid assets	CH 20 A	D
90 days to convert liquid assets	CH 20 A	S
Client to sell home which exceeds needs	**Sec 29 B(2 (iii)**	D

S - Supervisor	D - Regional Director	CO - Central Office

Appendix H

Northern Communities/Northern Food Allowance

See CH 15 SC B 1

Air Ronge
Barthel
Beauval
Beaver Lake
Black Point
Black Lake
Brabant Lake
Buffalo Narrows
Camsell Portage
Canoe Narrows
Cluff Lake Mine Site
Cole Bay
Collins Bay
Cree Lake
Creighton
Cumberland House
Denare Beach
Deschambault Lake
Descharme Lake
Dillon
Dipper Lake
Dore Lake
Dorintosh
Elak Dase
Eldorado
Fond Du Lac
Garson Lake
Goodsoil
Grandmother Bay
Green Lake
Ile a la Crosse
Jan Lake
Jans Bay
Key Lake
Key Lake Mine
Kinoosao
La Ronge
Landing
Loon Lake
Makwa
McLennan Lake
Meadow Lake
Michel
Missinipe
Molanosa
Montreal Lake
Neeb
Patuanak
Peerless
Pelican Narrows
Pemmican Portage
Pierceland
Pinehouse Lake
Point North Landing
Primeau Lake
Rabbit Lake Mine Site
Rapidview
Sandy Bay
Sled Lake
Southend
St. George's Hill
Stanley Mission
Stoney Lake
Stony Rapids
Sturgeon Landing
Sucker River
Timber Bay
Turnor Lake
Uranium City
Waterhen Lake
Waterloo Lake
Weyakwin

La Loche
Whelan
Wollaston Lake

Northern Communities/Home Care

Air Ronge
Beauval
Beaver Lake
Black Point
Black Lake
Brabant Lake
Buffalo Narrows
Camsell Portage
Canoe Narrows
Cluff Lake Mine Site
Cole Bay
Collins Bay
Cree lake
Creighton
Denare Beach
Deschambault Lake
Descharme Lake
Dillon
Dipper Lake
Dore Lake
Elak Dase
Fond Du Lac
Garson Lake
Grandmother Bay
Green Lake
Ile a la Crosse
Jan Lake
Jans Bay
Key Lake
Key Lake Mine
Kinoosao
La Loche
Landing
La Ronge
McLennan Lake
Michel
Missinipe
Molanosa
Montreal Lake
Patuanak
Pelican Narrows
Pinehouse Lake
Point North Landing
Primeau Lake
Rabbit Lake Mine Site
Sandy Bay
Sled Lake
Southend
St. George's Hill
Stanley Mission
Stoney Lake
Stony Rapids
Sturgeon Landing
Sucker River
Timber Bay
Turnor Lake
Uranium City
Waterloo Lake
Weyakwin
Whelan
Wollaston Lake

Appendix J

SAP Program Verification / Documentation Requirements

This appendix should be printed as "Landscape". Click here for instructions:

Condition	Verification	Documentation	Policy Reference
Application -- Regulations 2, 3, 4, 5 (Chronological Recordings Required)			
Application and Declaration of Circumstances		SSS 1001 completed and signed	CH 2 Intent CH 2 D
Determining family / common-law units - adults	Client verbal statement about: • address of other party • physical description of accommodation for client • name of other parent of child(ren)	Client provides: • rental agreement, certificate of title, etc. • utility bills • bank statements • loan information • documents concerning ownership of other assets • income tax return regarding children declared as dependants	CH 2 A
Age 18 living with parents applying in own right	Financial independence - client verbal statement about former addresses and means of support		CH 2 B 1
Received assistance from another province / band	Verbal or written verification from band or province regarding date and amount of last assistance		CH 2 B 2
Determining common-law unit -- youth couples		FS assessment Written parental consent or FS recommendation	CH 2 B 3

Adding dependants to family of non-parental caregiver		Caregiver provides verification of any income received by dependants (e.g., CPP Orphan's benefits). FS assessment if caregiver has active protection file. Contact with FS worker to confirm whether an assessment of caregiver should be completed if caregiver has closed protection file. Letter from parent, Legal Aid, or private lawyer, re: support.	CH 2 B 4
Assisted adoption program	Contact with adoption worker to verify special needs granted by Assisted Adoption Program		CH 2 B 5
Supplementary health for non-treaty Indians on reserve	Written or verbal verification from band client is living on reserve.	SSS 1115	CH 2 B 6
Transients		SSS 1001 SSS 1113 SSS 1117	CH 2 B 7
Assistance for funeral expenses		SSS 1114 Form Letter # 4009	CH 2 B 8
Emergency health services		SSS 1058	CH 2 B 9
Immigrants and Refugee claimants		SSS 1001 Form Letter # 1006	CH 2 B 13
Off reserve for education	Written or verbal contact with band regarding residency, education, funding resources, etc.		CH 2 C
Family shelter authorization		SSS 1114 SSS 1001	CH 2 D Appendix B
Eligibility -- Regulations 6, 7, 8			
Spouse's consent if not at initial interview		SSS 1003 within 60 days	CH 3 A

Identification		No ID at all available -- physical description of client recorded on electronic file. either no SIN or no health card -- copy of current driver's license, photo ID, band registry card, passport or immigration documents, birth/baptismal certificate within 30 days. Copy SIN card or document indicating number and copy of health services card or authorized proof of application for both client and spouse within 60 days. Worker lists documents examined, dates and signs list where copying is not possible. No further ID required if on file from previous applications and client is personally known by a department employee.	CH 3 CH 3 C
Transition planning		Chronological recording regarding case plan. Client provides information about job, or written or verbal consent to contact employer.	CH 3 Intent CH 3 D Appendix A
Not fully employable medical reasons		SSS 1092	CH 3 D
Not fully employable familial reasons		SSS 1092 for member of family unit requiring care or pregnant women unable to train or work	CH 3 D CH 3 F
Disability		SSS 1092 within 60 days None required if receiving CPP disability benefits or permanent disability verification on file	CH 3 E
Support -- waiver		Chronological recording - approval by supervisor	CH 3 F 2
Support -- register orders / agreements		Certified copy of order	CH 3 G
Support -- payments in arrears		SSS 1251 Certified copy of support order if not already registered	CH 3 G 4
Support -- voluntary payments within guidelines	Client verbal statement about respondent's gross income	Support agreement Renegotiated agreement if below support guidelines	CH 3 G 4 Appendix I
Replacement of lost cash		Statutory declaration	Regs 7 Policy CH 3 I

Advising as to eligibility for assistance -- Regulation 15			
Advising re: eligibility and change in amounts		Form letters (1001 - 1011)	CH 7
Manner of Paying Assistance -- Regulation 16			
Direct Deposit		SSS 1031	CH 8 A 4
Security Deposit -- Regulation 17			
Security deposit guarantees		SSS 1006 Chronological recording to waive overpayment	CH 9 A & B
Trusteeship -- Regulation 18			
Trustee appointment		SSS 1056a Letter to client re: right to appeal	CH 10 A - C
Trustee accounting		SSS 1056b 6 months for contracted services and 12 months for private trustee	CH 10 F
Trustee waiver		SSS 1254	CH 10 4
Review of Eligibility -- Regulation 20			
Annual review assessment of needs, assets, income, employability and rehabilitation plans		SSS 1009 SSS 1245 for regional static/aministration caseloads SSS 1255 BAAS centralized caseload SSS 1092 when special diet, employability, disability are reviewed. Chronological recording confirming that needs, assets and income have been reviewed and noting any changes in client circumstances and case plan (see income and assets). For Non-Registered Indians living on reserve - documentation from Band	CH 11
Lost/stolen, or not received cheques		Photocopy of cheque if cashed and second affidavit completed. SSS 3628	CH 12
Changes in the Amount of Assistance -- Regulations 21, 22, 23, 24			

Changes -- income, name, children, marital status, incarceration, absences from home, family shelters, relocation	Wards -- client verbal statement	SSS 1243 SSS 1218 SSS 1001 SSS 1114 SSS 1005 Income -- stubs submitted monthly. If doesn't vary (e.g., CPP) at time first received and when change occurs.	CH 13 A - E
Overpayments -- Saskatchewan Assistance Act 29.3			
Posting overpayments		Form letters 4012, 4013	CH 14 C
Assignment of overpayment		Written consent from spouse	CH 14 F
Bankruptcy		Proofs of claim form	CH 14 G
Assistance Benefits - Basic Needs -- Regulations 25			
Advances	Client verbal request		CH 15 B 4
Shelter -- own home, joint title, agreements for sale, direct mortgage payments, insurance		Home owners -- proof of payment (e.g., bank statement) certificate of title, mortgage-loan agreement, home insurance and tax statements Joint Title -- proof of payment, certificate of title, mortgage-loan agreement Agreements for sale -- copy of agreement Renters -- rent receipt at application or move, SSS 1006, rent increase notice Board and room -- receipt	CH 15 D 1 - 7
Living arrangements -- shared room, room rental,	Client verbal statement (as described by client)	Rent receipt for present accommodation SSS 1001 SSS 1006	CH 15 4
Utilities		Utility bills in client name Receipts for wood/water delivery	CH 15 E
Level of care		Front page of daily Living Skills Assessment (DLSA) for CLD Memo from Mental Health SSS 1093	CH 15 F
Special Needs -- Regulation 27			

Clothing	Commencement of training and/or employment -- client verbal statement Graduation clothing -- client verbal statement Layette & maternity clothing -- client verbal statement	Medical clothing - SSS 1092	CH 16 A
Special Diet	Lactation- client verbal statement	SSS 1092 Food Supplements - receipt or statement	CH 16 A1
Travel Expenses	• Employment/training outside community of residence -- client verbal statement • Child school transportation -- client verbal statement distance to school • Noncontinuous Travel -- job interview, accept employment - client verbal statement • Attend rehab oriented case plan -- client verbal statement • Attend funeral services -- client verbal statement • Serious medical condition -- client verbal statement • Attend appeals -- verbal request • Travel to/from Family Shelters -- client verbal statement • Visits with family unit -- client verbal statement	SSS 1092 for disability Medical -- appointment card from physician, health care receptionist, report or letter from health care professional, appointment cards for reimbursement. Receipts reimbursed when cost over $25.00. Confirmed for ongoing medical appointments above. Attend court appearances -- copy of request to attend court	CH 16 B
Visiting Children's Allowance	Client verbal statement or contact from Family Services if child in care		CH 16 B1
Special Allowances for Children	Client verbal statement not receiving CTB Contact from Family Services if child in care or custody	SSS 1243 for newborns	CH 16 B 2
Special Care Allowance	Client verbal statement spouse or other capable dependant unable to perform household tasks	SSS 1092 already on file	CH 16 C
Approved Home Activity Allowance		DLSA from CLD or memo from Mental Health	CH 16 C1
Special Telephone		Phone bill	CH 16 D

Household Equipment / Furniture		For payment of deductible, copy of policy Items Necessary for medical reasons -- Recommendation of physician or health provider Receipts may be required if cost guidelines not used	CH 16 E
Educational Expenses		Receipt or statement of costs for home economics, industrial arts projects and/or credit physical education classes or fees for summer school.	CH 16 F
Commencing employment	Work clothing and/or equipment -- client verbal statement of need.		CH 16 A & G CH 3 D
Security deposits	Client verbal statement	SSS 1006	CH 16 G.1
Training allowance / commencement of training allowance	Client verbal statement	Acceptance letter PTA assessment chrono	CH 16 H
Home care		Home care bill or statement	CH 16 I
Child care -- private day care		Receipt or Statement from sitter Day care form	CH 16 I
Laundry -- medical		SSS 1092 (if not already on file)	CH 16 J
Moving costs		Estimates and receipts if cost exceeds $150	CH 16 K
Repairs to property		Estimates if over $500	CH 16 L
Back bills		Utility bill, disconnection notice Eviction or foreclosure notice Form letter 4001	CH 16 O
Funerals		SSS 1244 Bill from funeral home	CH 16 P
Advocates	Client request	Rentalsman Office form	CH 16 Q
Health benefits	• Out of province -- verbal confirmation by physician or cancer clinic. • Health Services only	SSS 1089	CH 16 R

Miscellaneous	• Hearing impaired - special equipment, interpreting fees -- client verbal statement (SSS 1092 on file) • Bank Search and Audits -- no verification required • Grubstake allowance -- client verbal statement • Copies of maintenance orders -- client verbal request • Wheelchair Repair -- client verbal request • House Locks -- client verbal request • Identification -- client verbal request • Incidental Funeral Expenses -- client verbal request • Crutches -- client verbal request • Fumigation -- client verbal request	• DNA testing -- Letter from lawyer. • Storage -- bill required • Medic Alert Bracelet -- SSS 1092	CH 16 S
Determining Financial Resources -- Regulation 28			
Income Exemptions	Casual gifts -- client verbal statement Gambling gains, lottery prizes, bingo prizes and other prizes -- client verbal statement	Client provides: • Wages -- pay stubs, statement of earnings • Prepaid funeral -- statement from funeral director • Cash and liquid assets -- bank statement, SSS 1002 • Compensation for pain and suffering -- statement from insurer, Workers' Compensation Board, or Victims of Crime Act administrators • Compensation for permanent injury or death benefit -- statement from SGI • Compensation relating to Human Rights Code -- statement from Human Rights • Inheritances -- copy of will, letter from lawyer • Saskatchewan Pension Plans reinvestment -- statement from SPP • Treaty Land entitlement or other Indian Land Claims -- confirmation from band • Maintenance payments for disabled adult clients living with parents -- copy of divorce decree or order • Trusts under the Dependants Relief Act -- statement form lawyer or order	CH 18
Eligibility for Assistance -- Regulations 29 A & B			

Income		Client provides: • Wages -- pay stubs, bank deposit statement (will not indicate which deductions are made) or note from employer • Ongoing income -- cheque stubs or written statement • EI -- stubs or EI search or printout • Self-employed -- business plan and SSS 1214 within 30 days • Board and Room / Suite rental -- copy of receipt • House rental -- copy of rent receipt, mortgage, insurance, tax statements • Insurance settlements -- statement from payor • Interest -- bank statement or T5 • Maintenance -- separation agreement, divorce decree, receipt • Benevolent organizations -- statement • Trusts -- statement from trustee • Income Tax Refunds -- Assessment Notice from Canada Customs and Revenue Agency • Direct Mortgage Payments -- copy agreement or divorce decree • Student Loans/Bursaries -- client verbal statement and monthly match • Caretaking -- rental agreement • Retroactive payments -- cheque stub • Disposal -- paystub, bank deposit statement for recurring income (except children's benefits)	CH 19
Assets	Personal -- client verbal statement. If in dispute, client to provide verification of value from 2 - 3 sources	Cash and liquid (e.g., bank accounts, stocks, bonds, mutual funds, shares, RRSPs) -- statement from bank, broker, investment or financial company. If not redeemable, statement from bank or investment company. Bank Accounts -- SSS 1002 for transaction over $500 or statements Mortgages or agreements for sale, securities, shares -- statement from financial agent Real -- e-mail to Housing re: property ownership, transfer Disposal -- receipts, bills of sale, client statement, or other documentation	CH 20

Exemptions -- no verification or documentation required

- Child benefits, Benefit Adjustment payments, SES payments - Reg 28 (2) (a), (a.1), (a.2) and (a.3)
- Contributions other than for ordinary maintenance to recipients who require special care - Reg 28 (2) (c)
- Earnings of dependant children attending school - Reg 28 (2) (e)
- Home in which the person resides - Reg 28 (2) (g)
- Basic stock herd on a farm - Reg 28 (2) (h)
- Seed for next year's crop - Reg 28 (2) (i)
- Essential equipment to carry on farming or business operations - Reg 28 (2) (j)
- Payments made by Social Services, INAC or ICFS agencies on behalf of a child in care - Reg 28 (2) (k)
- Contributions to the cost of funerals made by relatives other than the surviving spouse or the parent of a deceased child - Reg 28 (2) (o)
- Cash surrender value of insurance - Reg 28 (2) (q)
- Assets held on November 30,1972 by persons who were admitted to a mental health institution or who were residents of Valleyview Centre and have remained residents. - Reg 28 (2) (t))
- Scholarships, fellowships and non-government bursaries other than the value of free room and board provided as part of a scholarship, fellowships and non-government bursaries - Reg 28 (2) (y)
- Payments of compensation - other than payments for rent or a security deposit ordered by Rentalsman or court related to a residential tenancy dispute - Reg 28 (2) (cc.01)
- Awards for meritorious conduct or service - Reg 28 (2) (dd)
- Any income from nondependant children who are attending University, technical or vocational courses including high school and are not eligible for SAP - CH 19 E
- Payments through the Assisted Adoption Program, the Young Offenders Program , or to Persons of Sufficient Interest - Appendix B
- Payments made through the Extraordinary Assistance (HIV infected persons) Regulations - Appendix B
- GST rebates - Appendix B
- Maintenance payments to disabled adult clients through The Family Maintenance Act or The Divorce Act - Appendix B
- Payments made through The Victims of Domestic Violence Act - Appendix B

Select, then press ENTER or double-click to open a category or document	CH	SC
Absent from Accommodation/Saskatchewan		
Absence from Accommodation	13	D
Access - File Information		
File Information and Access	F	
Access to Trustee File		
Client Access to Financial Records held by the Trustee	10	H
Accounting - public trustee		
Accounting From Trustees	10	F
Addiction Treatment Centres		
Absence from Accommodation	13	D
Adjustment		
Changes in Income	13	B
Policy	13	
Admission to institution		
Changes in Family Composition	13	C
Advance		
Emergency (Discretionary) Advances	3	G
Household Equipment, Furniture, Furnishings and Supplies	16	E
Individual Items of Need	15	B
Policy	14	
Replacement of Lost or Stolen Cash	3	H
Utilities Allowances	15	E
Advance Payments		
Individual Items of Need	15	B
Intent	3	
Advice to Client		
Absence from Accommodation	13	D
Funeral Expenses	16	P
Policy	6	
Policy	7	
Advice to Client - Income, lump sum		
Income Assessment	19	B
Advice to Client - Local Appeal Process		
Policy and Procedures	21	
Advice to Clients		
Intent	7	
Advocates		
Advocates	16	Q
Policy	9	
Advocates Appeals - Local		
Policy and Procedures	21	
Advocates Appeals - Provincial		
Policy	22	
Agreement		
Suspected Fraud	14	D
Agreement for Sale		
Miscellaneous	16	S
Shelter Allowances	15	D
Agreements		
Possibility of Support	3	F

Select, then press ENTER or double-click to open a category or document	CH	SC
Agreements Enforcement of Maintenance Orders		
Enforcement of Maintenance Orders	19	J
Agreements for sale		
Liquid Assets	20	A
Policy	20	
Repairs to Property	16	L
Shelter Allowances	15	D
Ambulance		
Health Benefits	16	R
Supplementary Health Coverage	C	
Ambulance Service		
Travel Expenses	16	B
Annual Review		
Policy	11	
Appeals		
Client Appeal Procedures	10	G
Intent	22	
Intent	7	
Policy	7	
Appeals - Adjournment		
Policy	22	
Appeals - Social Services Appeal Board		
Policy	22	
Appeals/ Adjournment		
Policy and Procedures	21	
Appeals/ On Behalf of Client		
Policy and Procedures	21	
Appeals/ Social Services Appeal Board		
Policy and Procedures	21	
Appendix A		
Transition Planning - Objectives and Expectations	A	
Application		
Absence from Accommodation	13	D
Application Criteria for Special Groups of Applicants	2	B
Back Bills	16	O
Cancellation	13	F
Cash and Liquid Asset Exemption	18	B
Change of Residence for Care	20	E
Changes in Family Composition	13	C
Delegation of Authority - Approval on Chronological Recording	G	
Disability	3	D
Disposal of Assets	20	D
Eligibility Date	3	A
Farm Income	D	
File Information and Access	F	
Funeral Expenses	16	P
Health Benefits	16	R
Identification	3	B
Intent	6	
Intent	7	

Select, then press ENTER or double-click to open a category or document	CH	SC
Liquid Assets	20	A
No Overpayment is Assessed	14	A
Persons who are not Eligible	2	C
Policy A. The Head of a Family Unit	2	
Policy	9	
Policy	7	
Possibility of Support	3	F
Shelter Allowances	15	D
Special Clothing	16	A
Application - Garnisheed Income		
Income Assessment	19	B
Application/Emergency Health Services		
Application Forms and Re-Application	2	D
Approved homes		
Absence from Accommodation	13	D
Board and Room	15	F
C1. Approved Home Activity Allowance	16	
Health Benefits	16	R
Intent	15	
Policy	11	
Arrears		
Back Bills	16	O
Board and Room	15	F
Farm Income	D	
Possibility of Support	3	F
Shelter Allowances	15	D
Utilities Allowances	15	E
Arrears Except Sask Power/Sask Energy		
Utilities Allowances	15	E
Assets		
Delegation of Authority - Approval on Chronological Recording	G	
Emergency (Discretionary) Advances	3	G
Farm Income	D	
Funeral Expenses	16	P
Intent	20	
Methods of Overpayment Calculation	14	B
Policy A. The Head of a Family Unit	2	
Policy	18	
Policy	11	
Recovery of Overpayments	14	J
Self-Employment Income	19	D
Shelter Allowances	15	D
Assets - Disposal of		
Disposal of Assets	20	D
Assets - Exemptions - Real assets		
Real Assets	20	B
Assets - Insurance - Settlements		
Income from Insurance Settlements	19	F
Assets - Involuntary Marital Separation		
Change of Residence for Care	20	E

Select, then press ENTER or double-click to open a category or document	CH	SC
Assets - Real Assets		
Real Assets	20	B
Assets - Retention of		
Real Assets	20	B
Assets - Trust Funds		
Liquid Assets	20	A
Assets/Agreement for Sale		
Liquid Assets	20	A
Assignment		
Assignment of Overpayments	14	F
Assistance benefits		
Adult Allowance and Disability Allowance	15	A
Board and Room	15	F
No Overpayment is Assessed	14	A
Policy	8	
Policy	6	
Shelter Allowances	15	D
Travel Allowance	15	C
Utilities Allowances	15	E
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Intent	16	
Assisted Adoption Program		
Application Criteria for Special Groups of Applicants	2	B
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Persons/Agencies who may be trustees	10	B
Audits - Financial		
Miscellaneous	16	S
Babysitting		
Housekeeping and Child Care Allowance	16	I
Policy	22	
Travel Expenses	16	B
Back bills		
Back Bills	16	O
Bank Account		
Liquid Assets	20	A
Bank Search		
Liquid Assets	20	A
Miscellaneous	16	S
Bankruptcy		
Bankruptcy and Overpayments	14	G
Basic allowance		
Changes in Family Composition	13	C
Policy	6	
Shelter Allowances	15	D
Basic herd		
Farm Income	D	

Select, then press ENTER or double-click to open a category or document	CH	SC
Basic Needs		
Individual Items of Need	15	B
Basic telephone		
Telephone Allowance for Disabled Clients	16	D
Blood DNA testing		
Miscellaneous	16	S
Possibility of Support	3	F
Board and Room		
Absence from Accommodation	13	D
Adult Allowance and Disability Allowance	15	A
Application Criteria for Special Groups of Applicants	2	B
Delegation of Authority - Approval on Chronological Recording	G	
Housekeeping and Child Care Allowance	16	I
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Policy	5	
Shelter Allowances	15	D
Board and Room - Income Exemption for Special Care Providers		
Income Exemption	18	A
Board and Room - Income from		
Income from Board and Room, Suite and House	19	E
Budget billing		
Utilities Allowances	15	E
Bursaries		
Income from Student Loans/Bursaries and PTA	19	K
Business Operations		
Self-Employment Income	19	D
Calculating period of self support		
Income Assessment	19	B
Calendar Day Calculations		
Policy and Procedures	21	
Canada Pension Plan		
Disability	3	D
File Information and Access	F	
Canada Pension Plan - Retirement Benefits		
Other Exemptions	18	C
Cancellation (Financial)		
Cancellation or Change of Trusteeship/Direct Payment	10	J
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Cancellation (Health)		
Application Forms and Re-Application	2	D
Cancellation	13	F
Caretaking duties		
Clients Who Receive a Rental Reduction in Exchange for Carrying Out Caretaking Duties	19	L
Cash exemption		
Cash and Liquid Asset Exemption	18	B
Change of Residence for Care	20	E
Delegation of Authority - Approval on Chronological Recording	G	
Disposal of Assets	20	D
Income Assessment	19	B

Select, then press ENTER or double-click to open a category or document	CH	SC
Liquid Assets	20	A
Methods of Overpayment Calculation	14	B
Other Exemptions	18	C
Self-Employment Income	19	D
Cash Flow		
Farm Income	D	
Casual		
Income Exemption	18	A
Self-Employment Income	19	D
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Income Exemption	18	A
Change in Circumstances		
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Cheque		
Cancellation or Change of Trusteeship/Direct Payment	10	J
If the cheque has been cashed	12	C
If the cheque has not been cashed	12	B
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Policy	8	
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Identification	3	B
Clothing		
Adult Allowance and Disability Allowance	15	A
Clothing advances		
Individual Items of Need	15	B
Clothing (Basic Allowance)		
Miscellaneous	16	S
Common-law		
Policy A. The Head of a Family Unit	2	
Common-law application		
Application Criteria for Special Groups of Applicants	2	B
Cancellation	13	F

Select, then press ENTER or double-click to open a category or document	CH	SC
Health Benefits	16	R
Community Training Residences (health coverage & Registered Indian)		
Health Benefits	16	R
Community training residences (Registered Indian)		
Persons who are not Eligible	2	C
COPH		
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Counseling Services		
Payment for Trustees Service	10	E
Court order (bankruptcy)		
Assessment of Direct Shelter Payments	19	I
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Shelter Allowances	15	D
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Household Equipment, Furniture, Furnishings and Supplies	16	E
Damage deposit		
Shelter Allowances	15	D
Day Care		
Housekeeping and Child Care Allowance	16	I
Income Exemption	18	A
Travel Expenses	16	B
Death benefits		
Funeral Expenses	16	P
No Overpayment is Assessed	14	A
Death of client		
Cancellation or Change of Trusteeship/Direct Payment	10	J
Declaration Lost Cash		
If the cheque has been cashed	12	C
If the cheque has not been cashed	12	B
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Declaration (Joint payment cheques)		
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Declaration (lost, stolen or not received cheques)		
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Accounting From Trustees	10	F
Deferred arrears		
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Dental services		
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Dependant 18 Year Old		
Application Criteria for Special Groups of Applicants	2	B
Diet (type and guideline rates		
A1. Special Food Allowance	16	
Direct bank deposit		
Policy	8	
Direct mortgage payments		
Assessment of Direct Shelter Payments	19	I
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Disability	3	D

Select, then press ENTER or double-click to open a category or document	CH	SC
Disabled clients - definition and benefits		
Disability	3	D
Disabled persons living with relatives		
Board and Room	15	F
Discharge from institution		
Changes in Family Composition	13	C
Disposal of cash		
Disposal of Assets	20	D
Income Assessment	19	B
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Assessment of Direct Shelter Payments	19	I
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Income	19	A
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Shelter Allowances	15	D
Travel Expenses	16	B
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Miscellaneous	16	S
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Miscellaneous	16	S
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File Information and Access	F	
Documentation		
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Drug (payment for drugs)		
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Drugs (special support program)		
Supplementary Health Coverage	C	
Drugs(special support program)		
Health Benefits	16	R
Earnings (training allowance)		
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Changes in Family Composition	13	C
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Shelter Allowances	15	D
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Persons who are not Eligible	2	C
Education (student loans)		
Income from Student Loans/Bursaries and PTA	19	K
Policy	4	
Education (transcripts)		
Education and Training	16	H
Education (tuition fees)		

Select, then press ENTER or double-click to open a category or document	CH	SC
Education Expenses for Children	16	F
Education (youths)		
Application Criteria for Special Groups of Applicants	2	B
Electronic funds transfer		
Policy	8	
Eligibility		
Possibility of Support	3	F
Eligibility Date		
Eligibility Date	3	A
Emergency advances		
Emergency (Discretionary) Advances	3	G
Emergency assistance		
Application Forms and Re-Application	2	D
B2. Special Allowance for Children	16	
Board and Room	15	F
Emergency (Discretionary) Advances	3	G
Health Benefits	16	R
Intent	3	
Policy A. The Head of a Family Unit	2	
Policy	8	
Repairs to Property	16	L
Replacement of Lost or Stolen Cash	3	H
Shelter Allowances	15	D
Utilities Allowances	15	E
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Application Criteria for Special Groups of Applicants	2	B
Emergency health services		
Application Criteria for Special Groups of Applicants	2	B
Application Forms and Re-Application	2	D
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Employability and Transition Planning	3	C
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File Information and Access	F	
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Retroactive Payments	19	M
Employment insurance (income assessment)		
Possibility of Support	3	F
Employment Status		
Changes in Employment Status	13	A
Employability and Transition Planning	3	C
Self-Employment Income	19	D
Equity Value		
Policy	20	
Family Composition		
Changes in Family Composition	13	C
Family shelters		
Absence from Accommodation	13	D
Income Exemption	18	A
Farm income (assessment criteria)		

Select, then press ENTER or double-click to open a category or document	CH	SC
Farm Income	D	
Self-Employment Income	19	D
Federal Penitentiary halfway houses		
Persons who are not Eligible	2	C
Fee-for-service		
Absence from Accommodation	13	D
Payment for Trustees Service	10	E
Persons/Agencies who may be trustees	10	B
Policy A. Guidelines governing the appointment of trustees	10	
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Fire, theft, Damage		
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Orphan's Benefits		
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